



## Boardwalk Billy's Raw Bar & Ribs

9005-2 JM Keynes Drive, Charlotte, NC 28262

PH: 704-503-7427 FAX: 704-503-4755

Email: parties@boardwalkbillys.com

### Large Party Event Confirmation Contract

Thank you for choosing Boardwalk Billy's to host your event! In order to confirm your reservation and to assure the success of your event, please note the following:

- (1) A signed contract detailing the specifics of the event must be finalized **72 hours prior** to the event. This includes the *final guest count* and *menu selections*.
- (2) The room is **not guaranteed until we receive a completed contract**. The room is available on a first come first serve basis. This means if another group turns in a contract for the date and time you have requested, we will honor the first contract received.
- (3) We do not charge a fee for the party room. There is a room minimum for the Lakefront Party Room. **Sales must meet the minimum required spend for the allotted time**. If sales do not meet the required room minimum, the card on file will be charged for the difference, including gratuities. The room minimums are as follows:

Fall/Winter Minimum 10/01-03/31	Spring/Summer Minimum 04/01-09/30
Lunch (11am-3pm): Mon-Fri \$300 / Sat-Sun \$500	Lunch (11am-3pm): Mon-Fri \$400 / Sat-Sun \$500
Dinner (3pm-close): Mon-Thur \$400 / Fri-Sun \$500	Dinner (3pm-close): Mon-Thur \$500 / Fri-Sun \$700

- (4) The room is reserved in 3-hour blocks. Additional time will increase the room minimum by \$200 per hour. Any additional time must be agreed upon when the contract is finalized and is subject to availability.
- (5) A credit card is required to hold the room. The attached credit card authorization form must be filled out completely in order to reserve our event room. Any cancellations must be made 72 hours prior to the reservation date; otherwise, the card on file will be charged \$300.
- (6) We accept American Express, Visa, MasterCard and Discover cards. Credit card and cardholder must be present at time of payment on the day of event. We do not accept personal checks.
- (7) An 18% gratuity will be applied to all checks.
- (8) Decorations are allowed except for confetti and adhesives that may damage surfaces.

Your signature below confirms you have read all the information on this contract and agree to the terms. Thank you.

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Boardwalk Billy's Raw Bar & Ribs**

9005-2 JM Keynes Drive, Charlotte, NC 28262

PH: 704-503-7427 FAX: 704-503-4755

Email: parties@boardwalkbillys.com

**Large Party Credit Card Authorization Form**

Cardholder's Information:

Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Credit Card Information:

Card Type: \_\_\_\_ Visa \_\_\_\_ MasterCard \_\_\_\_ Discover \_\_\_\_ American Ex

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CCV#: \_\_\_\_\_

I \_\_\_\_\_ authorize Boardwalk Billy's to charge the card on file the amount of **\$300** if I cancel my reservation within the agreed upon 72 hour cut off period or if I do not show up for my reservation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Boardwalk Billy's Raw Bar & Ribs

9005-2 JM Keynes Drive, Charlotte, NC 28262

PH: 704-503-7427 FAX: 704-503-4755

Email: parties@boardwalkbillys.com

### Large Party Information Sheet

---

**Point of Contact**

---

**Event Date**

---

**Time of Event**

---

**Number of Guests**

---

**Phone Number**

---

**Email**

---

**Event Type** (i.e. birthday, baby shower, company outing etc.)

---

**\$**

---

**Room minimum** (Based on day, time & time block)

**Table Setup** - Please check one of these options

- One long table:** This option can fit a maximum of 40 guests. This is a more formal seating option that works well when ordering off the menu but does not work well if you have a buffet due to space constraints.
- Multiple tables:** This option can fit a max of 35 guests. We will have up to 5 rectangular tables seating up to 7 per table. This option is *the most popular* because it maximizes space.
- Individual tables:** This option can fit a max of 35 guests. We will have up to 10 small square tables seating 3-4 per table. This option is more casual & best for mingling.

**Menu Selection** - Please check one of these options

- Regular Menu:** This option is best for groups in which guests are paying separately or if the host is providing food and does not have budget constraints. Food will be sent out as it is prepared by the kitchen.
- Limited Menu:** This option is best for hosts who are providing food and would like to give their guests choices, while staying within a budget. You can choose up to 10 items off our regular menu and customize your own smaller menu. We tastefully exclude prices on the limited menu. Food will be sent out as it is prepared by the kitchen.
- Full Buffet:** This option is best for hosts who are providing their guests meals and want a customizable, self-serve alternative menu that is also excellent for budgeting. Please see our large party menu for options and pricing.
- Appetizer Buffet:** This option is best for groups in which the host provides appetizers at an affordable price while guests' entrees are paid for on their own tabs. Please see our large party menu for options and pricing.

**Please list buffet items and quantities or items you would like on your limited menu here if applicable:**

- 
- 
- 
- 
- 
- 
- 
- 
- 

**How will payments be processed?** ó Please check one of these options

- Single check
- Separate checks
- Other: \_\_\_\_\_

**Special Accommodations** - Please answer each question below with a yes or no

- **Will you be decorating for your event?** \_\_\_\_\_  
*We allow up to 30 minutes prior to your reservation to decorate. Decorations are allowed with the exception of confetti and adhesives that may damage surfaces.*
- **Would you like us to use tablecloths and centerpieces?** \_\_\_\_\_  
*We can provide tablecloths and centerpieces for either the one long table or multiple table set ups for a more elegant look. A \$10 fee will be applied to your bill should you choose this option.*
- **Will you be bringing your own desserts?** \_\_\_\_\_  
*A \$10 fee will be added for any desserts brought in from outside our premises.*
- **Will you be bringing champagne?** \_\_\_\_\_  
*A \$10 fee will be applied for each bottle of champagne brought in from outside our premises.*
- **Will you need drink tickets?** \_\_\_\_\_ **If yes, how many?** \_\_\_\_\_  
*We can provide drink tickets for your guests to put a pre-selected amount of drinks on the hosts tab. We can narrow your guests' selections by making certain items available, should you choose.*

**Special Notes/Requests:**

---

---

---

---

---

---

---

---

---

---