

*Event Name and Date:* \_\_\_\_\_



**2602 S. Shackleford Road Suite A Little Rock, Arkansas 72205**

**Phone-(501) 312-1616 Fax (501) 227-4629**

### **Private Dining Contract**

Thank you for considering Copeland's for your Special Event. Please be assured that our Krewe will make every effort to provide the personalized service needed to make your event a success. Our Banquet Menus are offered as suggestions; do not hesitate to inquire about items not listed. We look forward to providing you and your guests with an Exceptional Dining Experience with our Lagniappe Hospitality and Famous New Orleans Cuisine bursting with flavor.

#### **FOOD AND BEVERAGE REGULATIONS**

It is our policy that no food may be brought in to Copeland's without management consent.

20% Gratuity and Applicable Taxes will apply to all services provided.

Groups requesting tax exemption must submit a copy of their State Tax Exemption Certificate prior to the scheduled event.

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### **ADDITIONAL REQUIREMENTS**

Our Krewe will arrange for your equipment needs when possible. Your order should be placed with the Event Manager during confirmation of event orders. Linens, audio visual equipment, podium w/ microphone, etc... are available for an additional charge.

### **GUARANTEE**

Parties of 20 or more people must make bookings in advance. Confirmation of attendance for each function is required 72 hours in advance. Sunday, Monday and Tuesday confirmations must be received the proceeding Friday. **This number will be considered a guarantee and is not subject to reduction.** If no guarantee is received, the maximum number anticipated will be assumed as your guarantee number. Final menu selections should be submitted one week prior to the function to insure availability of the desired menu items.

### **BANQUET ROOM LIABILITY**

Copeland's reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged to the representative making function arrangements. Decorating is allowed only during the time scheduled for your event. Arrangements must be made with management to decorate prior to the time of the event. Possible charges may apply.

- A. Nails, pushpins, or potentially damaging fasteners may not be used to hang signs or other materials on wall, ceiling or floors.
- B. If a Krewe employee is requested to assist in set up or tear down of excessive set up, a labor fee will be assessed. Also if there is excessive trash to dispose of, there will be a charge for the disposal.
- C. No vendors or exhibits can be located outside meeting room.
- D. No confetti, glitter or potpourri can be used in a way that it will get on the carpet.
- E. All candles must be in containers that will catch the wax and enclose the flame.

### **SECURITY AND DAMAGE DEPOSITS**

We reserve the right to require damage deposits for any and all meetings and catered events. Security Deposits may vary according to size and room. Following inspection of the function area, this deposit will be refunded, less any damage expenses. Copeland's reserves the right to require security for any group. This security guard will be hired by the restaurant at the expense of the guest at \$45 per hour.

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### DEPOSIT AND PAYMENT

A 25% deposit is required at the time of booking to hold your banquet reservation. Payment for all meetings and banquets must be made in full the day of the function. Your deposit will be deducted from your final bill at the end of your event. All events must be paid with a Major Credit Card or Cash, **checks are not accepted**. Menu prices are subject to market changes at any time.

### ROOM RENTAL FEE

| Meeting Room | 1-2 hours | Seating Capacity |
|--------------|-----------|------------------|
| Small Room   | \$25.00   | 15 to 30 people  |
| Medium Room  | \$75.00   | 35 to 60 people  |
| Whole Room   | \$125.00  | 65 to 95 people  |

The Room Rental Fees are in addition to the menu selected for your event. Room Rental Fees are refundable until 72 hours of your scheduled event time. All Room Rental Fees must be held by Major Credit Card. If your event is canceled within the 72 hours before your event, the Credit Card used to hold the Room Rental Fee will be charged.

All events are billed on **one (1) ticket**, we do not separate checks on booked events.

### MINIMUM FOOD AND BEVERAGE CHARGES

There will be a Minimum Food and Beverage Charge for each event scheduled with Copeland's. Minimum Food and Beverage Charges will increase for Friday and Saturday Bookings.

- For our **Small Banquet Room** (seating 15 to 30 people), the Minimum Food and Beverage Charge will be **\$600.00 Sunday through Thursday & \$850.00 Friday and Saturday**
- For our **Medium Banquet Room** (seating 35 to 60 people), the Minimum Food and Beverage Charge will be **\$1000.00 Sunday through Thursday & \$1500.00 Friday and Saturday**
- For our **Large Banquet Room** (seating 65-95 people), the Minimum Food and Beverage Charge will be **\$1,500.00 Sunday through Thursday**
- The **Large Banquet Room** is not available for bookings on Friday or Saturday after 2:00pm.
- The Minimum Food and Beverage Charge includes the Room Rental Fee, Food purchases and Beverages purchases
- The Minimum Food and Beverage Charge does not include applicable taxes and **20%** gratuity.
- Events Monday through Friday with end times before 4:00pm will not have a Minimum Food and Beverage Charge.

*Event Name and Date:* \_\_\_\_\_

**Time of Event:** \_\_\_\_ to \_\_\_\_

A guarantee of the number to be served at your function is due by \_\_\_\_\_. After this date the number can be increased but not decreased.

**Please Mark Spaces which apply to your Event:**

Banquet Room Size:      \_\_\_\_ Small Room      \_\_\_\_ Medium Room      \_\_\_\_ Large Room

Room Rental Fee:      \_\_\_\_ N / A      \_\_\_\_ \$25.00 Fee      \_\_\_\_ \$75.00 Fee      \_\_\_\_ \$125.00 Fee

Minimum Food and Beverage Charge:

\_\_\_\_ N / A      \_\_\_\_ \$600.00      \_\_\_\_ \$850.00      \_\_\_\_ \$1000.00      \_\_\_\_ \$1500.00

Deposit Amount: \_\_\_\_\_

Additional Requirements: \_\_\_\_\_

I, \_\_\_\_\_, understand that I am responsible for purchasing sufficient food and beverages to meet the Minimum Food and Beverage Charge for my Event. I understand that if I do not reach the Minimum Food and Beverage Charge for the event, the Major Credit Card used to secure the Room Rental Fee will be charged the difference along with the applicable taxes and 20% gratuity. I understand that applicable taxes and 20% gratuity are in addition to the Minimum Food and Beverage Charge.

Credit Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_ Type: \_\_\_\_\_

\*Initial: \_\_\_\_\_ \*Date: \_\_\_\_\_

Cancellations must be received 72 hours prior to your function in order to avoid being billed for the Room Rental Fee and Deposit.

**Copeland's is not responsible for any injuries or damages of personal property incurred as a result of or relating to the use of alcoholic beverages.**

The undersigned assumes all responsibility for damages incurred to the building, premises, contents and your guests during the function as a result of the actions of parties attending, and will be billed by Copeland's for the repair or replacement of the item or items damaged.

By signing below, you understand and agree to these terms listed on the previous pages.

**SIGNATURES**

**Client** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Copeland's Rep.** \_\_\_\_\_ **DATE** \_\_\_\_\_