

China Harbor Restaurant on Lake Union Catering

2040 Westlake Avenue North Seattle, Washington 98109

(206) 286-1688

DATE OF FUNCTION

NAME OF EVENT/ORGANIZATION

BILLING ADDRESS

CONTACT PERSON

TELEPHONE

GROOM'S NAME

BRIDE'S NAME

TYPE OF FUNCTION

FROM:

TO:

ROOM

NUMBER OF GUESTS

EXPECTED

GUARANTEED

PREPARED

We require in advance a guaranteed number of guests who will attend the function. This guaranteed number of guests will be the least amount that you will be charged.

EVENT DEPOSIT: \$ _____ Refunded one week after event

CHECK# _____ CASH _____ CC _____

First deposit: \$ _____ DUE BY _____

Second deposit: \$ _____ DUE BY _____

Deposits applied toward food. All deposits are non-refundable after seven days of your signed contract date.

BAR: HOST ___ GUEST ___ AGES 21+ ___ AGES 18+ ___

The following charges will be added to all food, beverages, and service charges: Sales Tax (_____ %) and Gratuity (17%).

A non-refundable \$500 room reservation and damage deposit must be paid to reserve the date of the event. The deposit will be applied first to cover any damage to the facility which includes the banquet room, balcony, hallways, restrooms, parking lot, and the marina and boats below the balcony, and next to the total balance due.

In addition, the following conditions and regulations apply:

1. Fifty percent (50%) payment in cash or check will be due on or before _____. Twenty five (25%) payment in cash or check will be due on or before _____. The remaining balance of the payment must be paid in cash only on the date of the event.

2. You must mail the event or wedding invitation to China Harbor no later than three months prior to the event.

3. At any event, if you want to bring wine or liquor, you must have a banquet/liquor permit. You are not permitted to have beer at your event (3rd floor only). You will be liable for any loss or damage arising from violation of Washington liquor control laws at your event, such as consumption of alcohol by a minor, and furthermore, you agree to indemnify China Harbor for any loss or damage arising from Washington liquor control laws. We highly recommend you purchase event liability insurance coverage.

4. By Washington State Law, there is absolutely no smoking and/or drinking permitted on the balcony deck.

5. If for any reason you must postpone your event, you must pay \$2,000 at the time of the change. You may not postpone the date of your event for more than one year from the original date of your event.

CANCELLATION POLICY Initial _____

You have seven days from your signed contract date to cancel your reservation, or you will be charged 40% of the total event cost. This amount represents a reasonable estimate of China Harbor's loss resulting from the cancellation, and it is not a penalty.

Agreement prepared by:

Agreement signed by:

Date

Date

01/2013

Menu

NAPKIN: _____ TABLECLOTH: _____

CATERING TERMS AND CONDITIONS

BANQUET ROOM RENTAL FEE

For banquets that are \$3,000.00 and above in cost, the room rental is free. Banquets that are less than \$3,000 will include a room rental fee of \$200.00/hour. Fees do not include sales tax and gratuity.

RESERVATIONS AND SECURITY DEPOSITS

To confirm your reservation, an event deposit of \$500.00 is required. This money will be held as a security deposit for a room reservation and as a damage deposit for the facility including the banquet room, balcony, hallways, restrooms, parking lot, and marina and marina boats. If there is no damage, your deposit will be refunded one week after the event.

DAMAGE TO FACILITIES, INCLUDING MARINA AND BOATS

You are responsible for any loss or damage to the facility including banquet room, balcony, hallways, restrooms, parking lot, and marina and marina boats, even if it exceeds \$500.00, and by signing this contract, you agree to indemnify and hold harmless China Harbor and any third party for damage caused by anyone attending your event.

TABLE ARRANGEMENTS AND MENU SELECTIONS

We are more than happy to discuss with you arrangements for your special event. Please call us to schedule an appointment, so that we can discuss your table arrangements, program schedule, menu selections, and any special needs that you may have. We will take care of any special needs that you may have, such as managing your wedding cake, floral arrangements, and music.

GUARANTEED AND ESTIMATED NUMBER OF GUESTS

We will make every effort to provide you the best possible food and beverage and service. In order to do so, we will need for you to determine at the time of reservation the guaranteed number of guests. In addition, 30 days in advance of your event date, you must provide us with the expected number of guests.

BILLING AND PAYMENTS

All accounts are on a cash basis and must be paid in full 2 weeks before the event unless you have made other arrangements with the contract manager. VISA and MasterCard will be accepted with an additional 3% charge, and American Express will be accepted with a 5% additional charge. One bill will be presented for the entire event. Menu prices do not include a 10% sales tax and 17% gratuity fee.

LIQUOR REGULATIONS

The Washington State Liquor Control Board Regulations prohibits clients from bringing alcoholic beverages to any event.

CANCELLATION POLICY

You have seven days from your signed contract date to cancel your reservation, or you will be charged 40% of the total event cost. This amount represents a reasonable estimate of China Harbor's loss resulting from the cancellation, and it is not a penalty.

RENTAL CONTRACT

1. Customer will provide cash deposit of \$_____. Ballroom rental charge of \$_____.
2. Request security officer _____ \$_____/per person. Customer pays: \$_____ Due: _____
3. Customer is responsible for clean up after party (e.g. floor, garbage, etc.). China Harbor will return the \$500.00 deposit after one week following the event provided there is no damage to the ballroom, balcony deck, or marina and marina boats. If the ballroom is not cleaned up, the deposit will not be returned.
4. Customer must have a catering license in order to cater food from another restaurant.
5. The caterer must bring garbage cans and double line each garbage can to protect against leakage of contents.
6. If occupancy exceeds _____ persons, China Harbor will charge \$_____ per additional person.
7. A \$200 surcharge will be applied if the event goes overtime.
8. Customer agrees to both set up and take down chairs and tables (e.g. returning chairs and tables to original location).
9. Additional costs:
Tablecloths: \$5.00/piece Napkins: \$0.50/piece
China, silverware, and glassware: \$2.00/customer

Agreement prepared by:

Agreement signed by:

_____ *Date*

_____ *Date*