



Function Room Contract

We require a Minimum Spend for all Functions of \$500, with \$300 minimum in Food purchased. Any totals, before tax and added gratuity, beneath \$500, will be subject to a Room Charge to bring that total up to \$500.

All Functions are based on a three and a half hour time period. Extended use of function room is \$50.00 per hour.

Functions times may vary, however all functions must be completed by 11:00 PM. Some times may vary according to availability.

Our Function Room has a maximum capacity of 35 to 40 people, with minimal tables and chairs. For fully seated/plated events, our maximum capacity would be 20 guests. Table style and set-up should be discussed and confirmed with Food selection to prevent a delay in Event Time.

A **Nonrefundable** deposit of \$200.00 is required within two days of booking to guarantee your function date, and must be received prior to ordering food. Until a deposit is placed, the Function Room is still open for booking to other guests.

Music will be provided via our House Music System. Function Hosts are welcome to supply their own music to be played, however, management reserves the right to modify for content and control volume. We do not permit DJs.

You are permitted to decorate the room to suit your event. You are required to take any decorations with you at the end of the event.

Special color napkins and table linen are available for an additional charge of \$30.00.

A tentative guest count is expected 7 days prior to the date of the function. A guaranteed guest count and meal selection is expected 5 days prior to the function.

The remaining balance of payment for Food and Beverage is due upon completion of the event, and a Credit Card must be placed on file

Function Name: _____ Date: _____

I have read and understand the guidelines set forth by Savin Bar & Kitchen.

Signature: _____ Date: _____