

JAXSON'S ICE CREAM PARLOUR & RESTAURANT

LARGE PARTY RESERVATION AGREEMENT

Guest/Host Name: _____

Phone: _____

Email: _____

Estimated Guest Count: _____

Event Date: _____

Event Time: _____ to _____

RESERVATION SELECTION

Half Room - Up to 35 Guests

\$1,600 minimum food & beverage spend

This space is not private. The remaining portion of the room may be used for other guests.

Full Room - Up to 65 Guests

\$3,000 minimum food & beverage spend

Includes private use of the full room for the duration of the event.

DEPOSIT & RESERVATION

A **\$400 deposit for the Half Room or \$750 deposit for the Full Room** is required to secure the event date and time. The deposit will be credited toward the final bill. The reservation is not considered confirmed until the deposit and signed agreement have been received. The Host signing this agreement is responsible for payment of all charges associated with the event.

The deposit may be transferred **one time** to a new event date within **two months of the original event date**, subject to availability. All transfer requests must be made in writing and confirmed by Jaxson's. Transferring the event date does not make the deposit refundable.

Deposit Amount: \$ _____ Date Paid: _____

CANCELLATION POLICY

All cancellations must be made in writing. Cancellations made 14 or more days prior to the scheduled event will receive a full refund of the deposit. Cancellations made 7-13 days prior will receive a 50% refund of the deposit. Cancellations made fewer than 7 days prior to the event, as well as no-shows, will result in forfeiture of 100% of the deposit. No service charge will be applied to any cancellation charge.

FOOD & BEVERAGE MINIMUM

The selected food & beverage minimum represents the minimum amount that must be spent on food and beverages during the event. **Sales tax, service charges and optional gratuities do not count toward the required minimum.** If food and beverage purchases do not meet the required minimum, the remaining difference will be added to the final bill.

SERVICE CHARGE & CREDIT CARD SURCHARGE

A **20% service charge** will be added to all event food and beverage purchases. The entire service charge is distributed to the staff who work the event; Jaxson's does not retain any portion. No additional gratuity is expected or required. A **3% surcharge** will be applied to payments made by credit card.

FINAL GUEST COUNT

A final guest count is required 7 days prior to the event. Maximum capacity is 35 guests for the Half Room and 65 guests for the Full Room.

EVENT TIME

Large-party reservations are limited to 2 hours. Events with 60 or more guests are limited to 2.5 hours. The reserved time begins and ends at the times listed on this agreement. A 10-minute grace period is provided after the scheduled end time. Beyond this grace period, extensions are subject to availability and will be charged \$100 for each additional 15-minute period, including any portion of an additional 15 minutes. A manager will provide advance reminders as the event's end time approaches and notify the Host before overtime charges begin. Delays caused by Jaxson's will not trigger overtime charges.

FOOD, BEVERAGE & DECOR

No outside food or beverages are permitted. Guests are welcome to bring tabletop and party decor, including table coverings, centerpieces, balloons and party favors. **Confetti is not permitted.** Decorations may not be attached to walls, ceilings, fixtures or restaurant furnishings. Tape, Command Strips or other adhesives may not be used.

PAYMENT

The remaining balance is due at the conclusion of the event. **One check/payment is required. Split checks are not available for large-party reservations.**

AGREEMENT

By signing below, I acknowledge that I have reviewed and agree to the reservation details and terms outlined in this Large Party Reservation Agreement, including the food & beverage minimum, deposit and cancellation policies, 20% service charge, applicable credit card surcharge, final guest count, event time limit, overtime charges, decor restrictions and payment requirements.

Guest/Host Signature: _____

Date: _____

Printed Name: _____

Jaxson's Representative: _____

Date: _____