**HUNTER’S BAR and GRILL**

**10123 River Road**

**Potomac, Md. 20854**

**(301) 299-9300, FAX (301) 983-3826**

**E-Mail** **huntersinn@comcast.net**

**Web Address www.huntersbarandgrill.com**

**Banquet Contract**

|  |  |
| --- | --- |
| **INDIVIDUAL / COMPANY:** |  |
| **CONTACT NAME:** |  |
| **ADDRESS:** |  |
| **DAYTIME PHONE:** |  |
| **EVENING PHONE / CELL** |  |
| **FAX:** |  |
| **E-MAIL ADDRESS:** |  |
| **FUNCTION TYPE:** |  |
| **DAY:** |  |
| **DATE:** |  |
| **TIME:** |  |
| **NUMBER ATTENDING:** |  |
| **ROOM:** |  |

**Would you like to be on our mailing list? Yes\_\_\_\_\_ No\_\_\_\_\_**

**Thank you for selecting *Hunter’s Bar and Grill* to provide you with a great dining experience for your banquet needs. We ask that you please read the following contract and return it along with the appropriate deposit in order to finalize your reservation.**

**DECORATIONS:**

**Hunter’s Bar and Grill does not provide decorations for banquet functions. Our décor is of the highest standard, and is appropriate for functions of all types. You may provide decorations (i.e. centerpieces, candles, balloons, etc.) for your event, provided that they are not hung in such a manner as to damage the walls and that they are removed at the conclusion of the event. Any damage that may be caused by decorations will result in additional charges for any and all necessary repairs.**

**PRESET MENU:**

Parties of 20 people or more must choose a pre-set menu with final menu decisions determined at least five (5) days prior to the event.

Note: We do not offer any discounts or specials for private events.

**BILLING REQUIREMENTS:**

**All groups using the Polo Room will be billed on a single check, plus a 20% gratuity for all food and beverage items, as well as all applicable state and local sales taxes.**

**ROOM & MIMIMUM CHARGE:**

**A minimum amount is requested in order to reserve and use the Polo Room.**

**If the minimum is met, there is no room charge, if the minimum is not met, there is a room charge.**

**Please Note that for groups that are having meetings, and not having food, there is an additional room charge.**

* **Weekdays Lunch - Sunday through Thursday: Minimum $300.00 or Room Charge $50.00**
* **Weekdays Dinner - Sunday through Thursday: Minimum $500.00 or Room Charge $150.00**

* **Friday & Saturday Lunch: Minimum $400.00 or Room Charge $150**
* **Friday & Saturday Dinner: Minimum $800.00 or Room Charge $200.00**

**DEPOSIT REQUIREMENTS:**

**A deposit / credit card is required along with a signed copy of this contract in order to finalize and hold reservations for our private room. This deposit is applicable toward the final bill and can be made by Credit Card, Check or Cash. This deposit will be NON-REFUNDABLE if you cancel less than 10 days prior to the event date. Please note that a final guarantee of the number of guests attending is due no later than twenty-four (24) hours prior to the event. If a final guarantee is not received by this time, we will use the expected number of attendees as the guarantee and charges will be made accordingly.**

* **A credit card or check is required Lunch - $100.00 Dinner $150.00**
* **Weekends Lunch - $150.00 Dinner $250.00**

**Deposit Payment: Credit Card on file**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Credit Card #** |  | **Expiration Date** |  |
|  | **Check #** |  |  |  |
|  | **Cash** |  |  |  |
|  |  |  |  |
| **Deposit Received by:** |  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Customer Signature/Date** |  | **Managers Signature/Date** |