

Rick's Prime Rib House Banquet Contract

Thank you for choosing Rick's Prime Rib House to host your special event/meeting. Our menu, ambiance and impeccable service offer a unique experience for any event. Our staff can assist you with every detail of your banquet, party, meeting, reception, wedding, graduation or other event.

Rick's Prime Rib House offers three event rooms: (1) The East Room, (2) The West Room and (3) The Grand Ballroom. The minimum/maximum number of guests that can be booked for each room, and the deposit required to reserve each room, are as follows:

East Room – Minimum 20/Maximum 35 – \$100 non-refundable deposit
West Room – Minimum 40/Maximum 70 – \$100 non-refundable deposit
Grand Ballroom – Minimum 75/Maximum 200 – \$500 non-refundable deposit

If you have fewer guests than the specified minimum above, but still wish to have a private room, we will be happy to accommodate you. However, the room charge minimum will apply, as described in our Meetings and Seminars information sheet.

Rick's will provide all food and beverages to be consumed on premises, except as otherwise agreed between the customer and Rick's. Any outside food provided by the customer and permitted by Rick's must originate from a facility carrying a valid permit from the Monroe County Department of Health.

Please note that all deposits are non-refundable, and will be applied against the final bill. If banquet bill has not been paid in full prior to the event, the final payment is then due on the date of the event.

Prices for all food items are provided on our banquet menus. In addition, NYS sales tax and an 18% service charge will be applied to your invoice for all food and beverages.

Acceptance of Proposal:

I have received a copy of and read the Rick's Prime Rib House Banquet Contract, including the attached Release and Indemnity Agreement and Banquet Information Sheet. I understand all the terms therein stated and agree to them. I also agree to be responsible for any and all liability and damage done to the premises during the period of time for set-up, the actual event and tear down by myself, my guests, suppliers and any other third parties who are present at my request. The prices, specifications and conditions are satisfactory and are hereby accepted. Rick's is authorized to provide the services as specified.

A signed copy of the banquet contract must be received to verify specific details of the event. Please review the contract carefully for detail signing or confirming.

Payment Method

Please choose which method of payment you will be using.

Cash _____ Cashier's Check _____ Credit Card _____

Deposit Paid _____ Date Paid _____ Balance of Contract (if known) _____

Date of Acceptance

Authorized Signature

Date of Acceptance

Rick's Prime Rib House

Rick's Prime Rib House

Release and Indemnity Agreement

1. The customer, on behalf of the customer and all customer's guests, expressly agrees to indemnify, release and hold Rick's Prime Rib House ("Restaurant") harmless of, from and against any and all losses, costs of collection, damages, attorneys fees, expenses, and all claims & liability growing out of, or resulting from this agreement, customer and customer's guests, or third parties' personal injury associated with use of said premises (including but not limited to slips and falls), the service and consumption of alcoholic beverages and/or foods, and any act of negligence by the Restaurant. The Restaurant is not liable for utility outages including but not limited to water, natural gas and electricity. No refunds will be made should utility service be interrupted.
2. Deposits are non-refundable. All deposits must be on or before the agreed deposit scheduled dates, if any. If customer neglects to pay on time, the Restaurant reserves the right to cancel customer's function.
3. Customer cancellation within 14 days of the scheduled event will be subject to the greater of the following full charges, (a) the minimum food revenue guarantee plus beverages OR (b) the minimum number of guests customer guarantees will be paid for times the lowest priced entrée plus beverages applicable to the confirmed meal period, or the contracted menu plus beverages based on the published menu price the date of cancellation; whichever is greater. Service charge and taxes will be added and the total amount (less the nonrefundable deposits paid to date) is due and payable by the customer within three days of cancellation.
4. Prices DO NOT include Federal, State and Municipal taxes, which may be applicable. An 18% service charge will be added to the prices, and then all applicable taxes will be added, including sales tax. Prices are subject to change prior to the function.
5. A signed copy of the banquet contract, the final guarantee of guest count and your menu selections must be received by Rick's 10 days prior to your event.
6. Customer agrees to be responsible for any and all liability and damage done to the premises during the period of time for setup, the actual event, and tear down by customer, customer's guests and customer's suppliers and other third parties who are present at customer's request.
7. Rick's will not assume any responsibility for the damage or loss of any merchandise or articles left on the premises prior to, during or following the event, including but not limited to personal articles, cake decorations, pillars, dividers and cake tops.
8. Decorations and decorative materials, including candles, must conform to local fire department regulations; it is expressly prohibited for banners, or materials of any kind to be affixed to the ceilings, walls or partitions in any of the rooms without prior management approval. Use of paper confetti, rice, birdseed etc. is **not** permitted inside or outside the building. Customer assumes responsibility for guests in this matter. If the aforesaid mentioned items or materials are used, customer agrees to pay a \$250 cleaning charge.
9. All sums not paid in full when due will bear interest at the highest rate of interest allowed by law until paid in full. Rick's will also be entitled to recover all costs associated with the collection of any sums due, including court costs and attorney fees.
10. Severability. Should any portion of this agreement be found to be invalid by a court of law, the validity of that portion of the agreement shall not affect the validity of the remaining portions, which shall remain in full force and affect.
11. No food or beverage may be brought onto the premises or related areas without prior written approval by Rick's management.
12. Other services available: Rick's can assist with flowers, audio/visual equipment, music and decorations. Please inquire with the staff for more information on these services.

Customer's signature: _____ Date: _____

**Rick's Prime Rib House
Banquet Information Sheet**

Final meal choices and final count are due 10 days prior to the event date.

Name: _____

Address: _____

Phone: _____

Room(s) Reserved: _____

Event Type: _____

Event Date: _____

Event Time: _____

Estimated Guest Count: _____ Final Count: _____

MENU SELECTION:

Choice 1 _____

Choice 2 _____

Choice 3 _____

Please select: Buffet or Plated

Choice of Salad _____

Other Choices _____

Dessert Choice _____

Wine on Table (Additional Charge)

Additional Needs: (Projector, music, flowers, etc.)
