



Party room information & rental contract

Capacity

Our party room seats 70 people, some extra chairs can be added if you don't mind a tight fit. The room can be configured in many different ways. All furniture is versatile and can be moved or removed to suit your groups needs.

Menu

All food and beverage must be purchased through Bar Zia. There is an exception for dessert brought in for special events. If a dessert is brought in, there is a \$10 service fee which will cover plates and utensils.

Our regular menu is used in the party room. However, enhancements such as, vases, linen tablecloth/napkins, and desserts can be made available. We will do our best to accommodate you.

*****In order to ensure we have everything you need, your menu must be chosen and emailed to us within 48 hours of your event*****

Payment policy

A deposit of \$100.00 with a credit card number is required to hold the room. It is not charged unless there is a cancellation or damage done to the room. We accept Visa, MasterCard, Discover, and American Express.

Special events and game day please refer to page 4

Cancellation policy

The deposit to hold any date is non-refundable.

Food & Beverage Terms

Minimums are for food and beverage only, and do not include taxes, room rentals or any other non-food and beverage charged items.

The minimums listed are neither a pricing structure nor do they affect the menu costs, but are simply an amount you agree to spend in beverage, in exchange for the use of the party room.

Tax, gratuity, do not apply toward the minimum.

Minimum food & beverage guarantee:

(Excludes event and game days)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Brunch	N/A	N/A	N/A	N/A	N/A	300	300
Lunch	300	300	300	300	300	300	300
HappyHour	350	350	350	500	500	N/A	N/A
Late	350	350	350	500	500	500	300

Event/Game Days

Please contact us regarding pricing on event and game days.

Gratuity

The amount you leave as gratuity for your server is up to you, although we suggest 18% to 20%.

Decorations

You are welcome to decorate the room. Decorations must conform to fire and safety codes. Please do not adhere anything to windows, and please remove and take all decorations when you leave. No glitter or any sort.

Parking

Parking is available in the adjacent Haaf Ramp as well as street parking on 3rd St., 4th & 5th Avenues. Rates vary depending on time, day and events.

Damage to party room

Guest will be held liable for any unusual damage to the room or its contents. Use of glitter will result in a \$150 clean up fee.

Liability

Keep it Real, LLC DBA Bar Zia or its owners and managers shall not be liable for non-performance of this contract in the event that Bar Zia has to close for any reason which is beyond our reasonable control....Imagine acts of God, national emergencies, etc. Additionally, the Guest agrees to indemnify and hold harmless Keep it Real, LLC, its members, and managers for any costs incurred, including attorney's fees, arising as a result of any injury to person or damage of property, or any other claim whatsoever resulting from client's use of premises.

We would like the room reserved for:

- Brunch 11:00am-2:00pm (Saturday-Sunday)
- Lunch 11:00am-3:00pm
- Happy Hour 3:00pm-6:00pm (Monday-Friday)
- Late _____ to _____
- Other _____ to _____

We would like more information on:

- Desserts
- Linen Table Cloths
- Projector
- Vases
- Linen Napkins
- Apple TV use

Our food order, we would like too:

- Pre order from the menu (available online)
- Call and speak with a Manager to help guide us
- Have an email sent with more ordering information
- Other, please specify _____

Our beverage choice would be:

- Open Bar (one tab)
- everyone on their own
- drink tickets for our guest

We would like to hear:

- Our own music
- Sound from the bar music
- TV sound

Genre: _____

No Sound

Special Event Pricing (completed only for Game/Event Day Reservations)

Total Deposit on party room requires a non refundable 20% down which is used towards the total rental fee. Upon receipt of deposit and signed contract, party room will be held for client, and will include; use of the room for the events specified scheduled time frames, staff, set-up/clean-up, and audio/visual equipment.

Payment:

The remaining balance will be paid by cash, check, or major credit card at close of scheduled event. Total balance due will include food and beverage cost, remaining rental fees, state and local taxes. Gratuities will not be added and is at the sole discretion of client. Although we suggest 18% to 20% of your food and beverage cost.

Total rental fee \$ _____

Total deposit due \$ _____

Today's Date _____

Type of Event _____

Date of Event _____

Arrival Time _____

Guest Count Estimate _____

Contact Person _____

Phone # _____

Email _____

Required Deposit Amount \$ _____

*if cash, please provide CC info for room hold

Cash

Visa

Master Card

Discover

AMEX

Credit Card Number _____

Name as it appears on card _____

Expiration Date _____

Signature _____ Date _____

This Party Room Contract constitutes the agreement between Bar Zia and client and may not be modified or amended except by writing and signed by both parties.

The undersigned acknowledges that he/she has read and understands the Party Room Contract including this page and; the preceding pages. By signing and dating below the undersigned accepts this contract.

SIGNATURE _____ DATE _____