



Party Center Room Agreement

Room Rental Fee:

Monday – Thursday.....\$300.00 room rental fee with a minimum of \$1,000.00 to be purchased on food and beverages through Winking Lizard, prior to tax and gratuity.

Friday, Saturday, Sunday.....\$500.00 room rental fee with a minimum of \$1,250.00 to be purchased on food and beverages through Winking Lizard, prior to tax and gratuity.

If your purchases, throughout the duration of the Event, do not meet or exceed the above listed food and beverage minimums, a charge will be added to the bill in order to reach the agreed upon minimum requirement. A minimum of \$600.00 must be purchased on food. All menu prices are subject to change.

Payment Procedures:

A deposit of \$400.00 and a signed room agreement are required to hold all reservations. In the event of cancellation, **deposits are non-refundable**. Applicable sales tax will be added to all bills. A gratuity of 20% is requested on all Events. Full payment is required at the completion of your Event. Acceptable payments include cash, Visa, MasterCard, American Express, or Discover.

Room Hours:

Events occurring Monday-Thursday are allotted up to four (4) hours and events occurring Friday-Sunday are allotted up to five (5) hours. Additional time for the Event must be prearranged for an additional fee of \$150.00 per hour. You are permitted to set up for your event 2 hours prior to your guest arrival time. If you require additional set-up time, there will be an additional room charge of \$100.00 per hour. Additional set-up time must be prearranged and scheduled with your party coordinator based on availability.

Food:

All food must be provided by Winking Lizard with the exception of desserts, nuts, bagged snack mixes or chips. No fruit, dips, popcorn or shelled peanuts are able to be brought in.

Beverages:

All beverages must be purchased through Winking Lizard. Absolutely no outside beverages are permitted in the party center. You are responsible for advising your invited guests of the outside beverage policy, and you will be held responsible for their compliance with this policy. If Winking Lizard observes any individuals consuming or possessing outside beverages in the party center, then Winking Lizard may, in its' sole discretion, require violators to leave the party center premises and/or immediately close the party center and require you and all of your invited guests to leave.

Security:

A security officer must be present for any Event in which 75 or more guests will be in attendance. Winking Lizard will secure the officer from the Bedford Heights Police Department and the renter is responsible to pay the officer at the conclusion of the function at a rate of \$25.00 per hour for the duration of the Event payable in cash.

Entertainment:

All entertainment vendors must supply their own equipment and supplies including, but not limited to, tables, cords, stands, microphone, party game supplies and speakers. Any equipment brought in by your vendors must be on wheels and must have padding to avoid damage to our hardwood floors. You are responsible for relaying this policy to your vendors. A charge of \$15.00 per table will be added to your final party bill for each table needed. Any set-up or space requirements needed for the entertainment vendors must be pre-arranged with your Winking Lizard event coordinator no later than 1 week prior to the Event date. All entertainment and vendor equipment is subject to manager approval.

_____ **Please initial that you have read and agree to the above terms.**

Decorations

You are responsible for setting up any decorations, party favors, and centerpieces. When hanging any decorations on the walls, Blu tack or painter’s tape must be used. **Confetti or glitter sprinkles or use of balloons which contain these items are not permitted in the Party Center.** All candle centerpieces must be enclosed. Any decorations left at the party center at the end of the Event will be discarded.

Damage/Excessive Clean-Up

The renter is responsible for any theft or damage to the Winking Lizard’s property which occurs in connection with the Event. If the Winking Lizard, in its’ sole discretion, feels that excessive clean-up will be required or damages to the room have occurred, your deposit will be retained. At the completion of the Event, the staff will notate the extra items required for clean-up or damages and the party coordinator will contact you on the next business day to determine if a portion of the deposit is able to be refunded. In the event the damages surpass the room deposit, you will be responsible for paying the difference. The Winking Lizard is not responsible for any items left on the premises after the completion of the Event.

Age Policy

The Party Center is a 21 and over space. Guests under the age of 21 are permitted to attend your event if they are accompanied by a parent or legal guardian. Each under age guest must be accompanied by parent or legal guardian. In accordance with Ohio Law, no one under the age of twenty-one (21) will be permitted to consume alcoholic beverages on the premise of the Winking Lizard Party Center. Anyone found doing so will be asked to leave. Identification is required. Alcoholic beverages purchased during the Event cannot be removed from the premises.

Patio and Firepit

We ask that all guests utilize the attached covered patio for their smoking needs. Both food and beverages are able to be taken onto the patio. The patio is equipped with a gas fire pit that can be lit upon request during the event. Winking Lizard cannot be held accountable for any injuries that occur while the fire pit is in operation. The renter is responsible for any damage done to the fire pit during the event.

Audio Visual

The Winking Lizard Party Center does not have an IT staff member on site during events. We will, to the best of our ability, trouble shoot any technical issues when using our audio visual equipment.

Tax Exempt Status

If you belong to a tax exempt organization, please provide a tax exemption certificate to your event coordinator prior to your Event date. This exemption only applies to the main party tab.

Date of Event _____ Time of Event _____ Type of Event _____

Name of Contact _____ Company _____

Phone (____) _____ Additional Contact # (____) _____

Address _____

Expected Guest Count _____ Email _____

Name of Second Contact _____ Phone (____) _____

Renter’s Signature _____ Date ____/____/____

With the above signatures renter has read all parts of the contract and agrees to all provisions

Winking Lizard Tavern is not responsible for any Act of God that may hinder or delay the function on or during the day of your event

**Office Use only—do not complete beyond this point **

Party Center Mgmt. Signature _____ Date ____/____/____

Date Deposit Received _____ Amount _____ Ck/Cash/Visa/MC/Amex/Disc