

# Smoke Bomb Grille Party Contract

Phone: 910-907-4976

Fax: 910-907-4975

1. Party Food Sheet with menu choices & contract are due **no later than 14 days prior** to day of function. This number will be considered a guarantee, which cannot be reduced, and charges will be made accordingly. Once contract is submitted, no changes can be made. **Items selected from the party sheet are a PER ITEM count not per person.** \_\_\_\_\_

2. All catering events are subject to a 18% service charge on the total of food costs. \_\_\_\_\_

3. **Total payable for food is due 7 days in advance.** The remaining payable (i.e., Bar charges) is due the day of the event, and will be paid in one lump sum collected by the POC unless it is a Cash Bar, then guests will be responsible for their own charges. Starting at the agreed upon time, food will stay out for a maximum of two (2) hours. \_\_\_\_\_

4. Maximum usage of Smoke Bomb Grille will be 2 hours on the day of the event. If the client needs additional time to setup or decorate prior to the event there may be an additional fee for the time needed. \_\_\_\_\_

5. **Smoke Bomb Grille does not allow nailing, tacking, or taping of objects on the walls, ceilings or any painted surface.** The client agrees to be responsible for and to reimburse Smoke Bomb Grille for any damages done to the premises by decorations or by any person attending the function. The decorations you provide are your responsibility to set-up and remove immediately after the event has ended. **No helium balloons or bubbles in the facility. The use of glitter, tinsel, and confetti is also prohibited.** The client will provide all supplies. \_\_\_\_\_

6. We require a minimum of \$300.00 in food & drink sales to reserve the facility. \_\_\_\_\_

7. **Smoke Bomb Grille and Army policies do not permit beverages or food of any kind with the exception of specialty cakes, to be brought in or taken out of the club premises by you or your guests.** Smoke Bomb Grille **must provide all food and beverages.** Client must provide all plates, napkins, flatware, & cake knife for cakes. **The club will NOT be responsible for cutting or serving any specialty cake or dessert.** \_\_\_\_\_

8. Smoke Bomb Grille cannot assume responsibility for damage to, loss of or stolen merchandise or articles left in the facility prior to, during or following the function. Smoke Bomb Grille will not be responsible for mailing or shipping boxes, equipment, or materials left at the facility. \_\_\_\_\_

9. There may be a labor fee for any major room changes from our normal room setup. \_\_\_\_\_

10. Will your organization conduct fundraising activities during this event?      Yes      No  
If yes, please ask for assistance in obtaining MWR approval for your fundraising activity.

**Our facility serves ONLY DRAFT BEER. Liquor or wine may be special ordered – ask for details**

I HEREBY AGREE TO THE TERMS OF THIS CONTRACT AND BY SIGNING THIS CONTRACT, SIGNATORY AGREES TO PAY BALANCE OF ALL CHARGES OWED IN FULL UPON RECEIPT OF CHARGES OR STATEMENT.

\_\_\_\_\_  
SIGNATURE OF RESPONSIBLE INDIVIDUAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
SIGNATURE OF EMPLOYEE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE OF EVENT

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	PARTY DATE : _____
UNIT/ ORGANIZATION: _____	START TIME: _____
POC: _____	FOOD TIME: _____
EMAIL: _____	END TIME: _____
PHONE: _____	NUMBER OF PEOPLE: _____

<u>ITEM</u>	<u>PRICE</u>	<u>QUANTITY</u>	<u>TOTAL</u>
BUFFALO CHICKEN WINGS (80):	\$80	x _____	= _____
BBQ MINI MEATBALLS (100)	\$60	x _____	= _____
DELI TRAY – Ham, Turkey, Roast Beef, Cheddar & Swiss Cheeses served with breads & condiments	\$80	x _____	= _____
VEGETABLE TRAY W/ DIP	\$50	x _____	= _____
FRUIT PLATTER (Seasonal)	\$60	x _____	= _____
CHEESE & CRACKERS	\$50	x _____	= _____
CHIPS & DIP: _____ Tortilla w/ Salsa <i>OR</i> _____ Regular Chips w/Dip	\$20	x _____	= _____
<i>Subtotal:</i>			_____
Service Charge:			+ _____
<b>TOTAL DUE:</b>			<b>= _____</b>

**Our facility serves ONLY DRAFT BEER, SODA & TEA.**

Liquor, wine, or bottled beer may be special ordered – ask for details

A tab can be set up the day of your event to cover any drink costs if it will not be a cash bar

**Menu items are ordered on a PER ITEM quantity NOT per person.**

Staff will do their best to assist in selection of items, but the final decision is made by the POC.

No additional items can be added once the menu has been submitted.

**All events are subject to change by the authorization of the business.**

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_