

# Cambridge@Play

## Private Event Confirmation

Please consider this form as a confirmation of the agreement between the Cambridge Group of Clubs and \_\_\_\_\_ (company or individual), regarding the Private Function booked at Stratus Restaurant on \_\_\_\_\_ (date). The scheduled start time is \_\_\_\_\_ (time). The approximate number of guests expected is \_\_\_\_\_.

### Terms

Menus are priced per person, and are subject to a 16% service charge and taxes. Beverages, both alcoholic and non-alcoholic, are charged based on consumption. Wine costs are determined by the number of bottles consumed, and are charged at the price per bottle. There is a \$100 per hour charge for functions after 10:00pm, unless pre-arranged otherwise.

### Room Minimums

For private dining at *Stratus Restaurant*, the *Cambridge Club*, and the *Adelaide Club*, the minimum food and beverage expenditure for room exclusivity is \$1500.00, pre-tax and gratuity, or \$50.00 per person if greater than 30 persons are in attendance. If the total food and beverage sales fall below the required minimum, the difference will appear on the invoice as a Room Rental Fee. This fee is not transferrable to gift certificates or to future events. There is an additional \$450 Room Setup Fee, chargeable on the day of the function only.

### Guarantees & Timelines

Wine and Menu selections are required 2 weeks prior to the function, or as soon as possible if booked within the 2-week timeframe. The guaranteed number of guests attending the function is required a minimum of 2 business days in advance of the event. Please note, unless your event coordinator is notified of a guest count revision up until 48 hours prior to the function, the number originally contracted will be assumed as the guarantee. You will be billed for the guaranteed number provided, or attendance, whichever is greater.

### Damages

We reserve the right to inspect and control all private functions. Liability for damages done to the premises or equipment rented during the function will be determined by us in our sole discretion and charged accordingly. The client for any function is held responsible for any damage done to the premises or equipment that is caused or contributed to by their guests or by independent contractors on their behalf.

### Payment

Payment of the bill is due immediately upon conclusion of the event by Credit Card or Member Account Charge.

***We look forward to collaborating with you to render your event a wonderful one!***

### Confirmation

Your signature below will indicate your acknowledgement and acceptance of the above terms. Please be aware that if your event is canceled with less than 14 days notice, your credit card or member account will be charged a \$400 cancellation fee. If your function is canceled with less than 7 days notice, you will be charged 50% of the estimated cost for your contracted number of attendees. With less than 48 hours notice, you will be held responsible for the full estimated cost for your contracted number of attendees.

### Payment Type:

VISA  Mastercard  American Express  Member Charge

Credit Card Number (If Applicable) \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Verification Code (3-4 Digits): \_\_\_\_\_

Member Number (If Applicable) \_\_\_\_\_

Signature \_\_\_\_\_

Please complete and sign this form and return via email to [nszoldra@cambridgegroupofclubs.com](mailto:nszoldra@cambridgegroupofclubs.com), or via fax 647-259-0402.