2019 Private dining / event agreement

 Jac's Cekola's Pizza

**Booking A Private Room**

Thank you for choosing Jac's Cekola's Pizza for your private event. Please review the details of our contract.

**To secure reservations: RESERVATION IS NOT GUARANTEED UNTIL COMPLETED, SIGNED CONTRACT IS RECEIVED BY JAC'S. Pages 1 & 2 of this contract must be signed and returned.**

Jac's **DOES NOT CHARGE** a room fee or a deposit. We do require a minimum of 25 confirmed guests to reserve half of our private room, minimum of 40 guests to reserve the entire room, as well as a credit card number to guarantee and reserve the room. A minimum dollar amount for food & beverage is also required.

**Food & Beverage Day / Night of Week Half room / Full room minimum**

 **Minimum:** Monday - Thursday Weekday (11:00 a.m. - 4:00 p.m.) $200.00 / $250.00

 Monday - Thursday Weeknights (5:00 p.m. - Midnight) $300.00 / $450.00

 Friday - Saturday Day (11:00 a.m. - 4:00 p.m.) $300.00 / $400.00

 Friday - Saturday Night (5:00 p.m. - Midnight) $400.00 / $600.00

 Sunday Day (11:00 a.m. - 4:00 p.m.) $300.00 / $450.00

 Sunday Night (5:00 p.m. - 10:00 p.m.) $200.00 / $300.00

Minimums are due and payable on the night of your event, however a completed contract with credit card information must be received 30 days prior to your event unless prior arrangements have been made with management.

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]

Pre arranged menu selections are required for all parties. All menu price quotes are guaranteed for 30 days.

Price does not include: tax or 20% gratuity

 Visa, Mastercard, Discover, American Express

CC# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ex: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sec code:\_\_\_\_\_\_

 Please make checks payable to Jac's

Check #: \_\_\_\_\_\_\_\_\_ $ Amt: \_\_\_\_\_\_\_\_\_\_\_

**In the event of cancellations:**

**30 days** or prior to the date of your event, no minimum will be charged

**16-29 days** prior you will be charged half of the required minimum

**15 days** or less of your booked date, you will be charged 100% of the required minimum

**Guarantees**

At the time of inquiring, planning and estimating, an approximate guest count is needed in order to begin.

To ensure the highest quality food and service, we require a **final guest count 14 days prior to your event**.

You will be charged for the **guaranteed/confirmed guest count, actual guest count, or minimum room charge, whichever is greater.**

In the event of a guest count increase, please contact us as soon as possible so that we may accommodate your group to the best of our ability.

**Food & Beverage**

We will work closely with you to provide a menu you are comfortable with. Please be sure to note any special food allergies so that we may be able to accommodate. All menu arrangements are to be made and agreed to **no less than 20 days before your event**. To provide the highest quality food & service we ask that all parties of 40 or more agree and adhere to a pre-set, pre-determined menu selection from the following menu.

Prices do not include: tax or 20% gratuity

**Absolutely NO OUTSIDE FOOD or BEVERAGE allowed**. Including, but not limited to: Desserts, cookies, wrapped or unwrapped candy, mints, nuts of any kind.. "Candy Bars" and "Dessert Bars" are not permitted.

**Dessert:** If you desire to provide your own dessert,(one dessert only) approval must be given by Jac's, and the following guidelines must be adhered to:

Cakes / Cupcakes must come from a reputable licensed baker, such as Meijer, Sam's Club, Harding's, Bert's Bakery or MacKenzie's, and must have all ingredients listed, and/or card from baker.

**Miscellaneous:**

**Decorations:**

Absolutely no confetti or glitter of any type is allowed. Decorations may not be taped to any painted wall surface. Should you wish to hang items from ceiling, pre approval as well as assistant from Jac's is required.

Our staff is able to set up your decorations for an additional $25.00 fee.

In the event of damage due to negligent or intentional acts, not adhering to rules stated in contract, a damage fee of $75.00will be charged to the credit card on file. If you have individuals decorate for your event, make sure they are aware of the rules.

We will do our best to care for any personal items you may want at your event, however Jac's cannot be held liable for any items should they become damaged or lost.

I have read the above and agree to the terms and conditions.

Client: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date & Time of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Jac's Cekola's Pizza

Event Details

Day & Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Menu Selection

Time of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of Confirmed Guest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CC# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ex: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sec Code:\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I fully read, understand and agree to all terms and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

conditions of this contract.

 Bar

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

 Dessert

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Miscellaneous

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Private Party Menu

All selections include Coffee, tea & soda

Selections do not include sales tax or 20% gratuity

*STARTERS*

platters

all platters serve 25

Fresh Vegetable

a presentation of carrots, celery, cucumbers, broccoli, grape tomatoes, green & red peppers with ranch dipping sauce $56.50

Sausage, Cheese & Cracker

a variety of crackers accompany a selection of swiss, cheddar, monterey jack cheese, along with summer sausage $85.00

Seasonal Fruit

a colorful, fresh array of seasonal fruits and berries $75.00

appetizers

all appetizers serve 25

Wings ~ choice of two sauces, served with ranch or bleu cheese dipping sauce (3 per person) $80.00

BBQ Cocktail Meatballs ~ slow roasted in our homemade bbq sauce (3 per person) $50.00

Buffalo Chicken Dip ~ served with tortillas $93.75

Spinach & Artichoke Dip ~ served with tortilla chips $93.75

Chips & Salsa ~ medium kick salsa served with tortilla chips $56.50

Dip Trio ~ buffalo chicken, spinach & artichoke and sweet onion dips with tortilla chips $100.00

Pizza ~ choose up to 2 toppings, (extra charge for specialty toppings) for this appetizer cut style pizza $65.00

*SALADS & SIDES*

salads

all salads serve 25

Caesar Salad ~ romaine, parmesan cheese, tossed in house made Caesar dressing, topped with croutons $65.00

House Salad ~ ice berg, grape tomatoes, red onion, carrots and croutons served with 2 dressing choices $65.00

Cobb Salad ~ romaine, avocado, bacon, chicken, bleu cheese served with ranch or bleu cheese dressing $83.00

Broccoli Salad ~ broccoli, bacon, red onion, cranberry, sunflower seeds, tossed in house made dressing $75.00

Caprese Salad ~ spring greens, tomatoes, buffalo mozzarella, balsamic reduction, oil & vinegar $75.00

sides

all sides serve 25

Redskin Potatoes ~ roasted in garlic and herb butter $62.50

Mashed Potatoes ~ served with house made gravy $62.50

Green Beans ~ steamed and tossed in garlic and herb butter $62.50

Coleslaw ~ tossed in house made dressing $50.00

Homemade Chips ~ served with homemade french onion dip $55.00

Private Party Menu

All selections include Coffee, tea & soda

Selections do not include sales tax or 20% gratuity

*ENTREES*

all entrees are per person

25 person minimum order required

All selections are served buffet style

Lasagna ~ a family recipe made daily in house $6.50

Italian Chicken ~ chicken breast marinated, then baked in an Italian sauce $5.50

Pasta & Meat sauce ~ angel hair pasta tossed in house made meat sauce $5.25

Chicken Alfredo ~ chicken and penne pasta tossed in alfredo sauce $7.50

BBQ Ribs ~ baby back pork ribs slow roasted and covered in house made bbq sauce $13.00

Chicken Parmesan ~ chicken breast breaded, baked and covered in cheese and marinara $6.50

Pizza ~ choose up to 2 toppings, (extra charge for specialty toppings) entree cut style pizza $4.75

BBQ Pork Sandwich ~ house made pulled pork and bbq sauce served with sandwich bun $4.50

Prime Rib ~ slow roasted to a medium rare temp, sliced and served with aujus & horseradish $16.00

*ADDITIONAL OPTIONS*

all additional options are per person

25 person minimum order required all selections are served buffet style

selection a selection b selection c

heavy appetizers Seasonal Fruit platter Chips & Salsa

Fresh Vegetable platter Kettle Chips Pizza (entrée)

Seasonal Fruit platter Choice of one: Caesar Salad

Dip Trio Panini / Wrap platter Garlic Bread

BBQ Meatballs BBQ Pork Sandwich $12.50 per person

Pizza Choice of one:

$15.50 per person Caesar Salad

 House Salad

 $13.50 per person

selection d selection e selection f

Fresh Vegetable platter Fresh Fruit platter Cheese & Cracker platter

House or Caesar Salad House or Caesar Salad Fresh Fruit platter

Choice of one: Choice of one: House or Caesar Salad

 Lasagna Lasagna Choice of one:

 Pasta & Meat sauce Italian Chicken BBQ Ribs

 Chicken Parmesan Pizza Prime Rib

Choice of 2 sides Choice of 2 sides Choice of 2 sides

$16.50 per person $15.50 per person $27.50 per person

selection d-2 selection e-2 selection f-2

Fresh Vegetable platter Fresh Fruit platter Cheese & Cracker platter

House or Caesar Salad House or Caesar Salad Fresh Fruit platter

Choice of two: Choice of two: House or Caesar Salad

 Lasagna Lasagna Both selections

 Pasta & Meat sauce Italian Chicken BBQ Ribs

 Chicken Parmesan Pizza Prime Rib

Choice of 2 sides Choice of 2 sides Choice of 2 sides

$17.75 per person $17.00 per person $32.50 per person

Looking to create your own menu selections ~ choose the items you would like ~ we will put together a package for you!