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| **PRIVATE DINING AGREEMENT**  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| City, State, Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date of Function\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_ Number of Guests \_\_\_\_  Occasion\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| This Agreement made by and between Dudley's on Short and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (customer name) for the use of our private facility on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date of function)  To guarantee the arrangement above:   1. When the agreement is signed, a nonrefundable deposit equal to 10% of the quoted minimum is required. The deposit will be applied to the final bill on the day of the event. 2. Payment of all goods and services are due on the day of the event. 3. A final head count is due 48 hours in advance of the event. 4. A food and beverage spending minimum of $\_\_\_\_\_\_\_\_\_will apply.   This does not include 6% tax, 20% gratuity and a 3% service fee.   1. An un-met minimum fee will apply if the food and beverage spending minimum is not met. 2. All food & beverage is to be consumed on premise. 3. Cancelations that occur within 2 days of the event will result in a fee in the amount equal to half of the spending minimum.   Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Remarks: Please sign and return copy with deposit: Dudley's on Short 259 West Short Street Lexington, KY 40507 Make checks payable to "Dudley's on Short"  Credit Card # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exp.\_\_\_\_\_\_\_\_  Cvg\_\_\_\_\_\_\_\_\_\_\_\_\_\_  privatedining@dudleysrestaurant.com |