

BEAU'S GRILLE LARGE PARTY GUIDELINES

WE AT BEAU'S GRILLE ARE THRILLED YOU HAVE CHOSEN US TO HOST YOUR PARTY! PLEASE REVIEW THE CONTRACT INFORMATION BELOW, AND LET US KNOW IF YOU HAVE ANY QUESTIONS BEFORE WE GET THE PLEASURE OF SERVING YOU!

CHOOSING A MENU

- Parties of **15-30** must choose a pre-selected menu at least *72 hours* prior to their reservation.
- Parties of **31-50** must choose a menu at least *5 days* before their reservation.
- Menus can be modified upon request for most food allergies or dietary restrictions. Please inform us, with as much notice as possible, to ensure these modifications.
- Pre-selected menus consist of **10-15** items off of our normal menu which we will send you via email to pick your menu items from.

FINAL GUEST COUNT

- Please **email** us no later than 48 hours prior to your reservation with your final guest count. This is to ensure proper staffing and have time to re-book space that your group will not need.
- If you do not notify us of any changes to time or guest count, we look forward to seeing you at your scheduled reservation time and date, with the guest count given when the reservation was originally booked (or the last update provided).
- If upon arrival, your group's guest count differs from the final guest count provided then...
 - If the party's number has grown, we will best accommodate by adding tables and chairs to your existing setup, although this may not always be possible and your extras may have to sit at a separate table. A \$15 fee will also be added for each additional attendee.
 - If your group is smaller, there will be a fee of \$10 for each unneeded seat that was reserved (ie., the number of people confirmed for the party minus the number that shows up). The fee will be charged to the credit card on file.

- Payment for your guaranteed number of guests will be required at the end of your party. If fewer guests are in attendance than your stated guarantee, the bill will be based on the guarantee provided **2 business days** prior to the event.

DESSERT AND CAKES

- We welcome you to bring in your own cakes or desserts, however there is a carry in charge of \$1.00 per person. An additional \$1.00 will be added for food that requires cutting, plates, flatware, or any other service.

DECORATIONS

- We welcome any decorations or personal touches that may enhance your party, however we restrict glitter and all wall décor as it may peel the paint. Additionally, please limit your personal touches to tabletop décor only.
- A \$50 fee will be added to the bill if this is not followed.

PRIVATE DINING

- Private dining parties have a food and beverage minimum instead of a room charge.
- If the minimum expenditure is not met, the balance becomes a room fee.
- The minimums are to be met before the 6.75% sales tax and 20% service charge is applied.
- Most of our restaurant is wheelchair accessible except for our Atrium area.
- For private dining in our Atrium area (30 people or less) our minimum is **\$25 per person** through the week and **\$35 per person** on Fridays and Saturdays no matter how large or small the party may be.
- For private dining on our Terrace (30-50 people) our minimum is **\$35 per person** for lunch time events and dinner through the week and **\$45 per person** on Fridays and Saturdays. During "prime season" (May-September) our minimum is **\$45 per person** during the week and **\$55 per person** on Fridays and Saturdays.

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TAXES AND SERVICE CHARGES

- A **credit card is required** at the time of booking for parties of **15 or more** OR **if dining privately in the atrium**.
- Fairlawn city and Ohio State tax (6.75%) will be applied to food and beverages, as well as a service charge of 20% to the final bill.
- To provide the best quality service, we ask for **NO MORE than 5 separate payments** or checks.
- **This should be communicated by YOU to your guests** prior to the party to properly arrange a painless payment experience.

RESERVATION TIMING

- Please inform your guests to arrive early so that your party can begin on time.
- We WILL NOT seat your group until at least 75% of your entire party has arrived.
- We can hold your table for 30 mins past your reservation time. After that, we may need to seat another party at your table, but we will do our best to accommodate your group once they all arrive.
- If you are running late, please call and let us know! This will allow us to re-adjust as best as possible to accommodate all of our guests that evening

CANCELATION POLICY & NO SHOW

- Parties of **15-30** that choose to cancel...MUST cancel with **MORE THAN 48 hours** notice and WILL NOT be charged a cancellation fee.
 - If party cancels **WITHIN 48 hours** of their reservation, there WILL BE a charge of \$5 per reserved seat/ person, for loss of business.
- Parties of **31-50** that choose to cancel...
 - If party cancels within **72 hours** of their reservation, there will be a charge of \$10 per reserved seat/person, for loss of business.
- Parties that **NO SHOW**...
 - WILL be charged \$20 per reserved seat/person, for loss of business.

Please note: We do not want to charge you any fees for late cancellations or no shows; these fees reflect the revenue loss incurred by not having sufficient time to rebook space being held just for your group.

IMPORTANT NOTES

- Unfortunately, due to previous late cancellations, non-arrivals and the numbers booked changing at the last minute we require a credit card on file for **all large parties 15 or more, or private dining in our atrium. No exceptions.**
- Final numbers of persons must be confirmed by email 48 hours prior to the date booked. You must email zschmidt@rdamanagement.com **AND** jpastva@rdamanagement.com
- Methods of payment accepted: Cash, Credit card, ATM Debit card, Beau's Grille Gift cards, or you may charge it to your room, if you are a guest in the hotel.
- A 3% Credit card fee is charged if using a credit card.
- For parties larger than 30, we offer a full/partial buyout of our enclosed terrace area.
- We are located in the **Hilton/Akron Fairlawn** across the street from Summit Mall.

BEAU'S GRILLE LARGE PARTY CONTRACT

NAME OF RESERVATION: _____

TYPE OF EVENT: _____

CONTACT (1): _____

PHONE (1): _____

CONTACT (2): _____

PHONE (2): _____

EMAIL ADDRESS: _____

FAX: _____

Date of the Event: _____

Day of the Week: _____

Arrival Time: _____

Expected Guest Count: _____

Final Guest Count Due: _____

For parties of **15-50**, we must ask that you provide a final guest count no later than **2 business days** prior to the event; this ensures that our chef may order the necessary fresh foods.

➤ PRIVATE DINING – YES NO
(Parties of 30 and under)

Parties of **30 and under** looking for a private dining experience must pay the food and beverage minimum. Therefore ensuring the space is exclusive. This is offered in our atrium room or enclosed terrace. If the minimum expenditure is not met, the balance becomes a room fee.

Parties over 30 must pay the food and beverage minimum. Therefore ensuring the space is exclusive. This is offered on our enclosed terrace. If the minimum expenditure is not met, the balance becomes a room fee.

Desired Space – Atrium Terrace

Purchasing Dessert from Beau's Grille?

Yes No

If yes, Please specify from Tiramisu, Chocolate Decadent, or Turtle Cheesecake:

Bringing Outside Dessert? Yes No

We welcome you to bring in your own cakes or desserts, however there is a carry in charge of \$1.00 per person. An additional \$1.00 will be added for food that requires any cutting, flatware, plates, or any other service.

Food Allergies or Dietary Restrictions:

FOR PARTIES OF 15 OR MORE GUESTS A CREDIT CARD IS REQUIRED TO HOLD THE RESERVATION

CARD TYPE: _____ CARD NUMBER: _____ EX. DATE: _____

NAME ON CARD: _____ BILLING ADDRESS: _____

I have familiarized myself with the contents of the Beau's Grille Large Party Guidelines. By *initialing* and *signing* below; I acknowledge, understand, accept and agree to comply with the Information contained in the Beau's Grille Large Party Guidelines provided to me, which includes:

CHOOSING A MENU _____ FINAL GUEST COUNT _____ DESSERT AND CAKES _____ DECORATIONS _____

PRIVATE DINING _____ TAXES AND SERVICES _____ RESERVATION TIMING _____

CANCELLATION POLICY AND NO SHOW _____ IMPORTANT NOTES _____

PRINTED NAME _____ SIGNATURE _____ DATE _____

BEAU'S GRILLE MANAGER SIGNATURE _____ DATE _____