

COPPER KETTLE
94 PEABODY STREET
NASHVILLE, TN 37210
EVENT CONTRACT

Dear

Thank you for choosing Copper Kettle for your event! The staff and management look forward to serving you on your event day. To confirm your booking, please return a signed copy of your event quotation, along with your deposit as outlined below upon receipt. **Signed contracts and deposits must be received within 10 business days or you will forfeit the date.** Following are the details of your *tentative* Event Outline; please read our contract and general policies carefully.

Today's date:

Date of event:

Time:

Approximate number of guests:

Event Name:

Room Rental Fee:

1st Deposit Due: **upon receipt \$1000.00**

2nd Deposit Due:

Balance Due: **3 days prior to event unless prior arrangements are made with catering director.**

Actual pricing will be reflected on the function sheet when your final menu choices have been selected.

Additional charges if applicable: will be billed to your account

Please note the following general policies and procedures. Your signature on this agreement, states that you have received the general information banquet package and understand all charges and fees that will be applied to your event.

Deposit: A confirmation deposit of \$1000.00 is required to secure the use of the facility and is non-refundable. **A second deposit** of \$1000.00 will be due 30 days prior to the event, unless otherwise noted by the Catering manager.

Cancellation Policy: Either party has the right to cancel an event under contract with the following acknowledgements. Copper Kettle can cancel an event up to 90 days prior to event date with a full refund to the client. The client can cancel an event up to 30 days prior to the event date for a fifty percent (50%) refund of deposit. Deposit will be forfeited if cancellation is made less than 30 days in advance.

Please read your event contract and sign the back page and return with your deposit to Copper Kettle.

Thank you for letting us be a part of your special day.

Best Regards,

Lana Robb / Owner
Debbie Valentine/ Catering Director
Copper Kettle
94 Peabody Street
Nashville, TN 37210

ACKNOWLEDGEMENT

I have read and agree to the Event Outline and Terms and Policies of the Copper Kettle Contract. Customer agrees to pay on demand all collection expenses and/or attorney fees Incurred in the collection or enforcement of this contract.

_____	_____
<i>Copper Kettle Signature</i>	<i>Guest Signature</i>
_____	_____
Copper Kettle - Printed Name	Guest - Printed Name
_____	_____
Today's Date	: _____ AM/PM
_____	_____
Required Conformation – Credit Card #	Expiration Date
_____	_____
Deposit Amount	Date Received

Guest Information

Guest/Company Name: _____

Mailing Address: _____

City/State/Zip Code: _____

Phone/Fax/Email: _____

General Policies

FOOD AND BEVERAGE

Alcohol and Beverages: Copper Kettle, as a licensee, is responsible for the administration of the sale and service of alcoholic beverages on its premises.

State sales tax and alcohol tax apply to all wine and liquor sales as well as a 20% service charge. **No outside** liquor, beer or wine will be allowed to be brought in.

We are happy to accommodate requests for special-order liquors or wine when the client assumes full responsibility to pay for the entire amount ordered.

ONCC reserves the right to refuse service to anyone who appears to be intoxicated.

Copper Kettle will close all bar service 30 minutes prior to the finish time of your event. There will NOT be a last call given; the bar will simply close for service.

Food: With the exception of specialty cakes, all food and beverage must be purchased from Copper Kettle. No outside caterers or vendors are allowed.

At the time you book your event you will be asked for an estimate of the number of guests that will be attending. CK requires that a guaranteed final number of guests be given 3 days prior to your event. The guaranteed number is not subject to reduction; however you can increase your number up to the day of your event within 10 persons. On the day of an event, if there is a discrepancy in the number of people attending, we shall deem the larger number correct and you will be responsible for the additional charges.

CK is responsible for the quality and freshness of food served to its guests. Due to current health regulations, food may not be brought into or may not be taken off CK premises after it has been prepared and served.

To allow adequate time for ordering, menus must be completed and returned to CK no later than 14 days prior to your event.

1. **Personal Property:** All items brought to the CK must be removed at the end of your event. CK is not responsible for any gifts or other items left on the property.
2. **Decorating:** No items are to be attached to the walls (no tape, tacks, staples, etc.)

Glitter and/or confetti may not be used for decorating purposes.
3. **Smoking:** Smoking is allowed only within designated areas at CK.
4. **Deposit and Payments:** Deposit and payment can be paid in cash, by check or credit card. Credit card number must be kept on file for confirmation of each event. Your payment details will be on your contract. Final payment is due at the conclusion of your event. If personal checks are returned for NSF your credit card will be charged the full amount.
5. **Specialty Items:** Any and all specialty linens or special rental items, including audio/visual equipment, must be ordered thru CK and will be billed to your event invoice.
6. **Rental Time:** All events are booked in 4-hour time periods, each period is subject to a room rental charge. Vendors will be allowed time prior to start time for set up and one hour after for breakdown. There will be a charge of \$250.00 for every hour after your 4-hour reception time, plus tax and service charge.
7. **Liability and Damages:** CK reserves the right to inspect and monitor your event and discontinue services to all guests in the case of **any violations of CK policy or State or Federal Laws**. You will be held responsible for any and all damage to property or equipment caused by either yourself or your guests. Should CK discontinue service to any or all of your guests you shall remain liable for **all** amounts owed to the Copper Kettle. Copper Kettle assumes no responsibility for any loss or damage to goods, property, and or equipment brought onto the facility by the organizer or guests. A building inspection will be conducted upon the completion of your event. You will be notified by the Catering Director of any damages or theft within 24 hours of your event. Any cost associated with theft or damages will be billed to you thereafter.
8. **Service Charge:** All charges are subject to a 20% service charge.
9. **Taxes:** 9.25% TN state sales tax applies to all food, beverage, labor, linens, service charges, and room/equipment rentals. An additional 15% State of TN liquor tax applies to all alcoholic beverages with the exception of beer.
10. **Facility Rental:** Our facility rents for \$1500.00 and includes existing tables, chairs, Copper Kettle china, silverware, glassware, set up and breakdown of the room.

Copper Kettle So-Bro Leasing Information

Copper Kettle Café & Catering has recently expanded to Nashville's South Broadway neighborhood, also known as "So-Bro." We are perched upon the hill at the corner of 1st Ave. and Peabody Street. The view of the downtown skyline and the river from our dining room and patio is breathtaking!

We offer an extensive variety of menus and services. Whether you are planning a Southern Style family dinner, a Business dinner for clients, a Cocktail reception or a Formal Wedding reception, we can provide the perfect atmosphere for your event.

Seating & Capacity

Maximum SEATING in dining room and on patio: 120 guests

85 maximum capacity on the upper and lower level of Dining Room

35 maximum capacity on our outdoor Patio

Maximum capacity for STANDING reception: 200 guests

160 maximum capacity on the upper and lower level of Dining Room

35 maximum capacity on our outdoor Patio

Restaurant Rental Evenings only and Saturday all day

(We rent in 4 hour increments for events but exceptions are made)

- **Evening Events: \$1500.00 rental fee plus food and beverage costs : plus tax & 20% service charge**

Included in your rental fee is the following: existing tables, chairs, standard linens, glassware, china, flatware and set up and breakdown of the room.

Customized Requests

We are happy to assist you with any needs you may have such as:

Linens, China, Floral Arrangements, Photographers, Valet, Entertainment, Custom Lighting / Tenting and Event décor.

Entertainment options may be limited due to room configuration and sound system limitations. Be sure to check with us before you book

Reservations

Your reservation will be confirmed upon receipt of your signed event contract including a credit card number. We require a \$1000.00 deposit upon the signing of the contract. We require another \$1000.00 deposit 30 days prior to your event and final payment with the exception of your bar costs, on the night of the event.

Cancellation Policy: Either party has the right to cancel an event under contract with the following acknowledgements. Copper Kettle can cancel an event up to 90 days prior to event date with a full refund to the client. The client can cancel an event up to 30 days prior to the event date for a fifty percent (50%) refund of deposit. Deposit will be forfeited if cancellation is made less than 30 days in advance.

To ensure you receive Copper Kettle's standard of excellence, we request your menu be finalized at least 10 days prior to your event. We require a guaranteed number of people for your event **72 hours before your function**. This is the **minimum number** from which you will be billed for your event. We also ask for your final guest count 2 business days prior to your event to be certain that we are staffed appropriately. This will assure that we are able to orchestrate the smooth style of service that you have come to know and expect from the Copper Kettle.

We also have our Granny White location available for private parties on Saturdays with a food purchase minimum of \$1000. Alcohol is not allowed on the premises at this location due to laws that prevent an establishment from serving alcohol within a certain distance from both a church and a school.

You will find many of our menus listed on our website at www.copperkettlenashville.com. If there is a particular menu that you have in mind that you haven't found, our chef can create a personalized menu just for you.

Lana Robb / Debbie Valentine
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