



Classic Cafe, Inc.
4832 Hillegas Rd.
Fort Wayne, IN 46818
(260) 458-2982



CLASSIC CAFÉ EVENT CENTER
Located at 4832 Hillegas Rd, Ft Wayne, IN 46818

ROOM RENTAL AND CATERING AGREEMENT

CATERED EXCLUSIVELY BY CLASSIC CAFÉ INC

www.classiccafeinc.com

Phone number: 260-458-2982

Fax number: 260-458-2980

CLIENT’S NAME: _____ PH # _____

BILLING ADDRESS _____

FUNCTION DATE _____

TODAY’S DATE: _____ NUMBER OF GUESTS _____

ROOM RENTAL DEPOSIT PD: \$ _____ ON ____/____/____ (DATE)

ROOM SECURITY DEPOSIT PD\$ _____ ON ____/____/____ (DATE)

SECURITY GUARD PD\$ _____ ON ____/____/____ (DATE)

ROOM RENTAL PRICES

BANQUET ROOM A – SEATS UP TO 200 GUESTS
\$350.00

BANQUET ROOM B – SEATS UP TO 250 GUESTS
\$550.00

BANQUET ROOM C (A AND B TOGETHER) SEATS UP TO 450 GUESTS
\$800.00

REQUIREMENTS TO RESERVE BANQUET ROOM (S)

ROOM RENTAL FEE: \$_____ ROOM(S) RESERVED: _____

ROOM RENTAL FEE PLUS A ROOM SECURITY DEPOSIT OF \$200.00 IS DUE WITH THE SIGNED CONTRACT. THE \$200.00 DEPOSIT WILL BE CREDITED TO YOUR FINAL CATERING BILL IF ALL THE RULES OF THIS CONTRACT ARE FOLLOWED AND NO DAMAGES TO THE BUILDING OR PREMISES ARE INCURRED OR NO ADDITIONAL CLEAN UP TIME IS REQUIRED THAN WHAT IS NORMAL AS A RESULT OF THE FUNCTION. IF IN THE EVENT THAT THERE ARE ADDITIONAL DAMAGES EXCEEDING THE \$200.00 SECURITY DEPOSIT, WE WILL BILL YOU FOR THOSE DAMAGES.

BANQUET ROOM DEPOSITS ARE NOT REFUNDABLE UNLESS WE CAN RE-BOOK THE SPACE VACATED BY YOUR EVENTS CANCELLATION. WE MUST HAVE 90 DAYS NOTICE FROM THE EVENT DATE FOR A POSSIBLE REFUND.

OFF DUTY FORT WAYNE POLICE OFFICERS WILL BE REQUIRED FOR ALL EVENTS THAT SERVE ALCOHOL. THE COST FOR THIS DEPENDING ON THE SIZE OF YOUR EVENT IS \$30.00 PER HOUR PER SECURITY GUARD. THIS COST WILL BE ADDED TO YOUR FINAL BILL.

IF A BAR IS REQUESTED, CLASSIC CAFÉ INC WILL OBTAIN BARTENDER(S) AND CHARGE CLIENTS AN HOURLY RATE OF \$25.00 PER BARTENDER, WITH A 4 HOUR MINIMUM. CLIENTS HAVE CHOICE OF OPEN OR CASH BAR OR A COMBINATION OF BOTH. CLIENT TO BE CHARGED FOR ALL DRINKS DESIGNATED AS OPEN BAR. CASH BAR DRINKS TO BE CHARGED TO GUEST WHEN SERVED.

ALL ALCOHOLIC BEVERAGES WILL REMAIN INSIDE THE FACILITY AT ALL TIMES, NO OPEN CONTAINERS ALLOWED IN THE PARKING LOT OR ON THE OUTSIDE OF THE PREMISES. **IF WE FIND GUESTS BRINGING IN THEIR OWN ALCOHOLIC BEVERAGES OR THE BEVERAGES ARE TAKEN OUTSIDE IT WILL BE AN AUTOMATIC LOSS OF YOUR SECURITY DEPOSIT.**

TERMS AND CONDITIONS

1. Banquet prices will not be guaranteed earlier than 6 months prior to the scheduled event.
2. Event time is for a maximum of 6 (six) hours with closing time being 11:30 PM. Additional hours can be purchased at the rate of \$100.00 per hour.
3. Liquor licensing **prohibits the bringing of private liquor onto the premises.** All food and beverages must be purchased exclusively thru Classic Café Inc.
4. You may contract with any D.J. service or band, however, due to the smoke detection devices within the building, no smoke or fog may be used.
5. Decorations are your responsibility, however the following items are NOT allowed: Fog machines, bubbles, confetti (includes sparkles), open flame candles not enclosed, sand, rice or birdfeed. Set up and decorating may be done before the event; however you must schedule this time with the Event Coordinator, to do so call the office @ 458-2982. Bob Mutton Rentals, All Occasion Party Rentals, and Party Apart do an excellent job and can assist you in the decorating process. They also have great ideas and nice showrooms for you to visit.
6. Food and beverage selections, final guest count, and room requirements must be made no later than one (1) week prior to event. After that time, attendance count cannot be reduced. Attendance increases will be accommodated, if possible, depending on time notified and menu selection.
7. Classic Café Inc reserves the right to move groups to a more suitable room after receiving notification of attendance changes. If original estimates are drastically changed, additional room rentals may be assessed.
8. Classic Café Inc reserved the right to inspect and control all types of functions being held on the premises.

PROVIDED BY CLASSIC CAFÉ INC

1. All tables – 5 foot rounds or 6 to 8 foot buffets
2. Padded chairs.
3. We will set the room up as instructed and tear it down at the end of the event.
4. Table linens are available at \$3.00 per table. This cost includes linen napkins. We have several colors to choose from.
5. Table skirting can be provided for head table, cake table, gift table, etc. Skirting will be \$10.00 per table skirted. We will not skirt beverage tables and chocolate fountain tables.

Classic Café Catering and Event Center is not, and can not be held responsible for unforeseen events, such as weather, loss of power, or any other uncommon phenomenon, that may interfere with your event. In the event of any such event or occurrence, we will work with you to do our best to serve you if possible, or move the event to another venue if available.

I / We have read the above contract and will agree to respect all aspects of such contract.

SIGNATURE:

EVENT CORDINATOR

CLIENT(S)

PRINTED NAME

PRINTED NAME

DATE

DATE
