

Party



@ UP LOUNGE & RESTAURANT

Thank you for considering UP Lounge for hosting your spectacular event! Please read through this contract and sign. If there are any questions, please contact management.

Email: uplounge@uplounge.com | Address: 91 Main St, Nyack, NY, 10960 | Website: www.uplounge.com

Main Line: 845-535-3266

Rachel Karwaski- Owner- 203-218-8737

DATE OF EVENT: _____

START TIME: _____ END TIME: _____

NUMBER OF GUESTS: _____

RENTAL SPACE DESIRED (PLEASE SELECT 1 OR MORE OF THE FOLLOWING):

1ST FLOOR _____ 2ND FLOOR _____ 3RD FLOOR _____

NAME OF EVENT HOST: _____

HOST CONTACT INFORMATION: Phone _____ Email _____

I, _____, have read and understood the parameters of this agreement and agree to abide by the parameters set by UP Lounge on this day of _____, 20____.

x _____ (print)

x _____ (sign)

Authorized by: _____ (print)

X _____ (sign)

Date: _____

Payment Schedule and Requirements:

- UP Lounge will require at least 2 weeks' notice prior to the start of the event. We will not schedule events without this notification.
- UP Lounge management will complete a free proposal for the customer based upon a client meeting with the customer. This proposal is valid for 14 days from the time of creating the proposal.
- UP Lounge will require a security deposit of \$500 per level at the time of booking the event. We will require this payment to hold the space on the date requested for the event. The customer is responsible for making this payment in full. The security deposit is refundable pending inspection of the event space proceeding the event. UP Lounge will not refund a security deposit if there is any damage to the property.
- UP Lounge will require a room rental fee of \$1000 per level at the time of booking the event for a maximum of 4 hours at this rate. This fee is non-refundable.
 - The room rental fee includes set up, service, clean up, and administrative costs. If the customer wishes to bring in their own decorations, there is an additional \$250 fee per level for UP Lounge staff to clean up; otherwise, the customer is responsible to restoring the space to its original state.
 - UP Lounge is responsible for keeping your levels exclusive to your party and will prevent extraneous guests from intruding your event. UP Lounge will grant a 4-hour maximum for events at the originally stated \$1000 per level rate. On the day of the event if you wish to extend the duration of your event, there will be an additional \$200 fee per hour per level to maintain exclusivity for your reserved level (s).
 - Last call for an event occurs one half hour before the designated event end time. Notice of extending an event must be made at least one hour before the designated event end time. However, UP Lounge reserves the right to terminate the event early if the parameters of this agreement are not met. In addition, UP Lounge may not be able to offer an extended time if it coincides with another prescheduled event.
 - For events on a Friday or Saturday night (with a start time after 5pm), the room rental fee is \$1500 per level or with a start time after 9pm, the room rental fee is \$2000 per level (with an additional \$400 per hour per level charge after 4 hours of the event to retain level exclusivity).
 - UP Lounge regularly schedules live music Friday and Saturday evenings and is included in this cost. If you wish to provide your own entertainment, please see the "accommodations" section.
 - UP Lounge will require a security fee per level for parties with an end time after 10pm and/or for parties that involve guests that are below the legal drinking age. \$150 for 50-75, \$300 for 75-100 people
- The customer will submit final head counts/attending guests at least 1 week prior to the start of the event. UP Lounge will provide food and beverage service based on this final head count. Note: Any open bar package applies to all guests over 21, regardless of their consumption. All guests under 21 will not be permitted to consume alcohol. If additional guests attend the event, UP Lounge will charge additional fees at a la carte cost. UP Lounge will not refund payments for guests who do not arrive.
- UP Lounge will require final food and beverage decisions at least 1 week prior to the event. At this time, the customer is responsible for making a 50% deposit. The customer will pay the final 50% upon completion of the event.
- Upon completion of the event, UP Lounge will include 20% gratuity of the TOTAL bill post taxes (includes food and beverage, not the security or room rental). And 5% gratuity for administration. However, additional gratuity is much appreciated!
- For all payments, UP Lounge accepts cash/certified checks/money orders or credit/debit cards with applicable NYS sales tax at 8.375% and credit card surcharge of 3.99%. UP Lounge does not accept personal checks. Certified checks or money orders will be addressed to UPLoungeNY LLC or UP Lounge & Restaurant.

CUSTOMER SIGNATURE AND DATE: _____ **MANAGER:** _____

Accommodations:

- The customer will abide by occupancy levels of UP Lounge set by the Village of Nyack. 1st Floor=96 dining/147 post dining, 2nd Floor=87 dining/108 post dining, 3rd Floor= 68 dining/106 post dining. UP Lounge will only rent the 1st level to parties of 50 or more, the 2nd level to parties of 40 or more and the 3rd level to parties of 30 or more. Parties less than 30 guests will not be permitted to rent an entire level, but may reserve a table and pay regular a la carte prices.
- UP Lounge will provide radio music at no additional charge. UP Lounge has a list of local bands/musicians available if live music or DJ is desired by the customer at the cost of the customer (if there are no prescheduled events). UP Lounge can also provide a sound technician for \$150 if the band requires one; this will be charged upon completion of the event. UP Lounge will notify the customer of any prescheduled entertainment upon inquiry of hosting the event at UP Lounge.
- If the customer chooses to provide their own entertainment, the customer must notify UP Lounge management at least 1 month prior to booking the event (if there is already a prescheduled event). The customer agrees to pay the entertainers and sound technician fee upon booking the event if the customer decides to book their own entertainment. This fee is non-refundable. UP Lounge will provide a performance contract agreement which will thusly be accepted by the customer.
- UP Lounge can accommodate a variety of dietary restrictions such as gluten-free, vegan, etc. The customer is responsible for notifying management of these requests at the time of finalizing food/beverage decisions at least one week prior to the event.
- UP Lounge will provide waitstaff for all private events including bar, buffet, and table service.
- UP Lounge can provide a limited number of highchairs. Bathrooms are not equipped with changing tables.
- UP Lounge can provide handicapped access to the upper levels via elevator. Only bathrooms on the 1st level are handicap accessible. In case of an emergency, the elevator will be out of service.
- UP Lounge provides unisex restrooms on the 3rd level. Restrooms on the 1st level are designated as “men’s” and “women’s” restrooms.
- The customer is responsible for providing any additional accommodations. The customer will notify management of any outside vendors or accommodations at the time of booking the event at least 2 weeks prior to the event. UP Lounge is not responsible for lost, stolen, or damaged belongings.

CUSTOMER SIGNATURE AND DATE: _____ MANAGER: _____

Food & Beverage:

- UP Lounge will not support outside catering. Customers wishing to bring in their own catering must provide a temporary health permit and a certificate of liability at least 1 week prior to the event. UP Lounge will not allow outside catering without these documents in the specified time frame. UP Lounge may charge additional fees for outside catering which will be charged at the completion of the event
 - \$150 for use of UP Lounge plate ware and silverware
 - \$150 for use of UP Lounge buffet ware- chafing dishes, sternos, trays
 - \$250 for cleanup services
- The customer may bring a cake or other dessert if so desired. UP Lounge will store these items on site if refrigeration is required at no extra cost. UP Lounge will charge a plating fee at \$5 per person, if the customer wishes to have our culinary team slice and plate your outside dessert.
- UP Lounge will provide custom pricing for food and beverage for all booked events. UP Lounge will provide this custom quote at the time of the customer finalizing food/beverage decisions at least 1 week prior to the event. The customer will agree to and sign the custom quote provided by UP Lounge at this time.
- The customer is responsible for paying the amount as specified by UP Lounge according to the payment schedule delineated by the "Payment Schedule and Requirements" section of this contract.
- At the time of the event, if the customer wishes to have additional food or beverage that has not already been agreed upon with UP Lounge, the customer is responsible for the additional cost. Additional food and beverage will be at full price.

Cancellation:

- In the event of cancellation by the customer within two weeks prior to the event, UP Lounge will not refund any applicable payments made by the customer. This includes security deposit, room rental fee, entertainment fee, and food/beverage deposit.
- In the event of cancellation by the customer more than two weeks prior to the event, UP Lounge will refund any applicable payments made by the customer.
- In the event that UP Lounge cancels the event due to inclement weather or act of God or any other force majeure, UP Lounge will return payments made by the customer.

Additional Requirements:

- The customer agrees to abide by all federal, state, and local regulations for fire safety and liquor consumption.
- UP Lounge will not be liable for any damage or personal injury.
- Signing this contract means that the customer agrees to all terms and conditions determined by UP Lounge. UP Lounge reserves the right to take legal action against the customer or terminate the party before the determined end time if the customer disregards any terms or conditions outlined by this contract.

THANKS FOR CHOOSING UP LOUNGE. WE CAN'T WAIT TO PARTY UP WITH YOU!!

CUSTOMER SIGNATURE AND DATE: _____ **MANAGER:** _____

Party UP Packages

Food and beverage decisions must be finalized at least one week prior to the event. If you would like to set up an appointment with the owner, chef, or special events manager to sample menu items, this must be done at least 2 weeks prior to the event. There is also a **\$30 minimum spend per person on food and/or beverage** and we require a 50% deposit on food and beverage at least one week prior to the event. For large groups we offer passed hors d'oeuvres, buffet service, a la carte table or service, or a combination of any three. Pricings are available on the next couple pages.

Customer may inquire about menu items that are not included in this packet and price estimate will be given by UP Lounge management. Food packages are only available to groups of 20 or more. Open bar, wine, and beer packages are only available to groups of

*****Any of these food packages will includes soft drinks, juices, coffee, & tea*****

Passed Hors D'oeuvres

UP Lounge waitstaff circulates the party with trays of food to pass around to guests. If the customer opts for buffet service, each buffet option cost must be applied to 20 people or more. Note: We pass 1 tray for every 10 people.

These options are \$4 per person (25 pieces per tray)

- Crispy Chicken Bites with Buffalo dipping sauce
- Grilled Chicken Skewer with teriyaki dipping sauce
- Bruschetta- marinated tomatoes with balsamic on crostini
- Arancini- panko crusted risotto ball stuffed with mushrooms and parmesan with marinara dipping sauce
- Fried Mozzarella with marinara dipping sauce
- Gnocchi bites a la vodka

These options are \$6 per person (20 pieces per tray)

- Grilled shrimp with teriyaki dipping sauce
- Shrimp cocktail with homemade cocktail sauce
- Marinated steak skewers with Thai chili dipping sauce
- Crispy shrimp with Siracha aioli
- Smoked salmon blini with crème fraiche
- Prosciutto wrapped asparagus with balsamic
- Cheese, beef, or chicken empanadas with salsa verde

These options are \$8 per person (15 pieces per tray)

- Bacon wrapped scallops or shrimp
- Ceviche shooters (mixed seafood salad in fresh citrus marinade)
- Clams Casino with beurre blanc
- Oysters Rockefeller stuffed with bacon and breadcrumbs
- Filet mignon bites with demi glaze
- Mini crab cake bites with remoulade

CUSTOMER SIGNATURE AND DATE: _____ **MANAGER:** _____

Buffet Service

UP Lounge constructs a buffet table complete with chafing dishes, linens, utensils, and plate ware. If the customer opts for buffet service, each buffet option cost must be applied to 20 people or more. Note: We serve 20 servings in each chafing tray, so for 20 people trays will not be refilled, For 40 people, trays will be refilled once, and so on. For a la carte table service, there is a \$5 plating fee per person per dish.

Lunch/Dinner

These options are \$5 per person

- Bone in or boneless wings with sides of carrots, celery, BBQ, buffalo, ranch, and blue cheese
- Mixed greens, tomato, cucumber, onion, carrots with sides of balsamic vinaigrette and ranch dressing
 - a. Other salads are available at additional cost determined by availability.
 - b. Customer may opt for a "Salad bar" at an additional \$1 per person (the salad is not mixed)
- Grilled or crispy chicken breast
 - a. Customer may add side of mashed or roasted potatoes for an extra \$1 per person
 - b. Customer may add side of roasted vegetables for an extra \$3 per person
 - c. Customer may add side of pasta with sauce, baguette, and parmesan for an extra \$5 per person
 - i. Pasta sauces include a la vodka or marinara
 - ii. Picatta or marsala for \$1 extra
- Cheese OR charcuterie platter with mixed vegetables and fruits (changes seasonally) and assorted mustard and preserves with side of baguette
 - a. Customer may opt to have both meats and cheeses for an extra \$2 per person
- Chicken fingers with sides of ketchup, BBQ, and honey mustard
 - a. Chicken slider bar with crispy or grilled chicken breast, mini slider rolls, lettuce, tomato, onion, pickle, cheese, and sides of mayo, mustard, and BBQ sauce for an extra \$1 per person
 - i. Beef or veggie burgers are available for an extra \$1 per person
 - b. Customer may opt to add side of fries for an extra \$1 per person or sweet potato tots for an extra \$2 per person

These options are \$10 per person

- a. Customer may add side of mashed or roasted potatoes for an extra \$1 per person
- b. Customer may add side of roasted vegetables for an extra \$3 per person
- Braised Short rib in red wine reduction
- Grilled Skirt Steak with mushroom demi glaze
- Pan seared salmon with teriyaki glaze
- Grilled or crispy shrimp with Thai chili sauce

CUSTOMER SIGNATURE AND DATE: _____ **MANAGER:** _____

Brunch

Available for parties starting before 2pm

These options are \$3 per person

- Scrambled eggs (fried or poached eggs are only available as an a la carte option)
- French toast OR pancakes with maple syrup
- Roasted breakfast potatoes or French fries
- Bagels with sides of plain cream cheese and vegetable cream cheese
- Assorted muffins and pastries with sides of butter and berry preserves

These options are \$5 per person

- Bacon
- Chicken sausage
- Fresh fruit (pineapple, strawberries, bananas, grapes, melon)

These options are \$9 per person

- Crispy chicken and waffles with maple syrup
- Grilled Skirt Steak with bearnaise
- Smoked Salmon with sliced bagels, cream cheese, capers, sliced tomato, red onion
- Panko crusted crab cakes with hollandaise

CUSTOMER SIGNATURE AND DATE: _____ **MANAGER:** _____

Wine, Liquor and Beer Packages

Open Bar

We can offer Open Bar Packages based on premium, mid-shelf, or well liquor. Packages are priced per person per number of hours you'd like to enjoy the open bar. All open bar packages will include house red, white and rose, 2 options of domestic drafts, juice, soda, coffee, & tea. Glassware and bar service are included in this cost.

Well Liquor - \$20 Per Person Per Hour	Titos Vodka, Stoli Vodka, Hamilton Rum, Four Roses Bourbon, Jose Cuervo Tequila, Malibu Rum, Dewars Scotch Whiskey, Bombay/Tanqueray Gin, Triple Sec, Peach Schnapps
Mid-Shelf Liquor - \$25 Per Person Per Hour	To Include all Well Liquor Options PLUS Ketel One Vodka, Captain Morgan Rum, Bacardi Rum, Makers Mark Bourbon, Don Julio Tequila, Buchanan's Scotch, Hendricks Gin
Premium Liquor - \$30 Per Person Per Hour	To Include all Well Liquor, Mid-Shelf Liquor, PLUS Grey Goose Vodka, Bumbu Reserved Barrel Rum, Bulleit Bourbon, Macallan 12 Scotch, Johnnie Walker Scotch, Barr Hill Gin, Patron Tequila

Wine

Wine pricing is based off one case, there are 12 bottles of wine in one case, which is about 48 glasses of wine per case. We can get pricing for specific requests! Glassware and bottle service are included in the pricing. Sealed bottles of wine that have been purchased by the customer can be taken home by the customer. All open bottles must remain on premises.

Reds	Whites
Gnarlyhead Cabernet - \$250 Love Noir Pinot Noir - \$250 Folie a Deux Pinot Noir- \$350 Josh Cellars Cabernet- \$400 Zekor Garnacha- \$200	Danzante Pinot Grigio - \$200 Chateau St. Michelle Chardonnay - \$250 Seaglass Sauvignon Blanc - \$250 La Vielle Ferme Rhone Blanc - \$200 Kung Fu Girl Reisling - \$250

Beer

We can get pricing for specific requests! Any beer that is not consumed by the customer must remain on premises. Kegs will not be permitted to leave the building.

Imported and Nonimported Beer	Craft Beer
Stella - \$250 Heineken - \$250 Bud Light - \$150 Blue Moon - \$250	Captain Lawrence - \$300 Goose Island IPA - \$250 Singlecut Pilsner - \$300 New Belgium Fat Tire - \$300

Mocktail Station: Tropical fruits, fancy garnishes, the works! \$5 per person

To be filled out by UP Lounge Management

ITEM	# GUESTS (MIN 20 ON FOOD AND BEVERAGE)	Buffet, Passed, or Plated	Cost per person	Amount Due

CUSTOMER SIGNATURE AND DATE: _____MANAGER: _____

Security Deposit (500 X # floors)	
Level Rental Fee (# floors X floor fee)	
Total Food	
NY Sales Tax (food only) (8.375%)	
Total Food + Tax	
Total Beverage	
Total Food, tax, beverage	
Gratuity	

First payment (security deposit and level rental fee)	
Second Payment (50% total food, tax, and beverage)	
Third payment (50% total food, tax, and beverage +gratuity)	
Grand total	

I, _____, represent UP Lounge management and created this proposal on the day of _____ in _____, 20____ for the client _____. This proposal is valid until _____.

X _____ (UP Lounge management signature)

I, _____, have agreed to the proposal above created by UP Lounge management on the day of _____ in _____, 20____ and agree to all terms and conditions laid out in this agreement.

X _____ (client signature)