

# 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@gmail.com](mailto:uplounge@gmail.com) | Address: 91 Main St, Nyack, NY, 10960 | Website: [www.uplounge.com](http://www.uplounge.com)

Main Line: 845-535-3266

Rachel Karwaski- Owner- 203-218-8737

Stephanie Messing- Special Events Manager- 914-257-1000

DATE OF EVENT: \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

NUMBER OF GUESTS: \_\_\_\_\_

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

1<sup>ST</sup> FLOOR \_\_\_\_\_ 2<sup>ND</sup> FLOOR \_\_\_\_\_ 3<sup>RD</sup> 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 will require a security deposit of \$400 per level at the time of booking 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 \$500 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, and clean up. If the customer wishes to bring in their own decorations, there is an additional \$250 fee for us 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 \$500 per level rate. On the day of the event if you wish to extend the duration of your event, there will be an additional \$100 fee per hour per level to maintain exclusivity for your reserved level (s).
  - For events on a Saturday night (with a start time after 5pm), the room rental fee is \$800 per level (with an additional \$200 per hour per level charge after 4 hours of the event to retain level exclusivity). UP Lounge will provide entertainment after 9 PM on Saturday evenings and is included in this cost. If you wish to provide your own entertainment, please see the "accommodations" section.
- 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 be stamped and 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). 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%. UP Lounge does not accept personal checks. Certified checks or money orders will be addressed to UPLoungeNY LLC.

**CUSTOMER SIGNATURE AND DATE:** \_\_\_\_\_ **MANAGER:** \_\_\_\_\_

## Accommodations:

- The customer will abide by occupancy levels of UP Lounge set by the Village of Nyack. 1<sup>st</sup> Floor=96 dining/147 post dining, 2<sup>nd</sup> Floor=87 dining/108 post dining, 3<sup>rd</sup> Floor= 68 dining/106 post dining
- 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. On Saturday evenings, UP Lounge hosts DJs after 9PM, which is included with the room rental fee. UP Lounge will notify the customer of any prescheduled entertainment upon inquiry of hosting the event at UP Lounge.
- The customer agrees to pay the entertainers and sound technician fee upon booking the event. This fee is non-refundable. UP Lounge will provide a performance contract agreement which will thusly be accepted by the customer. 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).
- 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 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 1<sup>st</sup> level are handicap accessible. In case of an emergency, the elevator will be out of service.
- UP Lounge provides unisex restrooms on the 3<sup>rd</sup> level. Restrooms on the 1<sup>st</sup> 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. All food and beverage must be supplied by UP Lounge.
- The customer may bring a cake or other dessert if so desired. UP Lounge will store these items on site if refrigeration or freezing is required at no extra cost. UP Lounge will charge a plating fee at \$5 per person.
- 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, UP Lounge will return 50% of all 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 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 Food 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.

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

### Passed Hors D'oeuvres

\$6 Per Person	\$8 Per Person	\$10 Per Person
Crispy Chicken Bites Pickle Brined Chicken Skewer Bruschetta Mushroom Arancini Fried Mozzarella	Clams Casino Bacon Wrap Scallop Ahi Tuna Cones Pasta-Bites (Ravioli/Gnocchi) Shrimp Cocktail	Steak Skewers Mini Crab Cakes Tuna Sashimi Ceviche Shooters Smoked Salmon Blini

### Buffet Style

\$6 Per Person	\$8 Per Person	\$10 Per Person
Pasta Chicken Wings or Bites Sweet Potato Tots & Fries Crispy Chicken Sliders Cheese & Charcuterie Garden Salad Bar	USDA Prime Sliders Beyond Meat Sliders Chicken & Vegetables/Pasta Skirt Steak Stir Fry	Carving Station Shrimp & Pasta Raw Bar (Shrimp Cocktail, Oysters, Clams) King Crab Legs Ceviche

### Prix Fixe Menu

UP Lounge will provide a custom quote based upon a meeting with the customer. A prix fixe menu will consist of a minimum of two with a maximum of three options per course. The guests of the vent will select their food options either prior to or at the start of the event. The customer must notify management of any guests with dietary restrictions prior to the event.

**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 juice, soda, coffee, & tea.

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 is not included in the open bar package. 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

Beer pricing is based off one sixtel, there are approximately 62 beers in a sixtel. We can get pricing for specific requests! Glassware and bar service are included in the pricing. 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**

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