

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

Main Line: 845-535-3266

Rachel Karwaski- Owner- 203-218-8737

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

Ronald Campanaro- Executive Chef- 914-382-7931

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 will require a security deposit of \$200 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. This fee is non-refundable. The room rental fee includes set up, service, clean up, and all other labor costs involved. UP Lounge will grant a 4-hour maximum for events. 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.
- 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. 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.

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 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. UP Lounge can also provide a sound technician for \$150 if the band requires one. The customer must notify management of entertainment at the time of booking the event at least 2 weeks prior to the event. 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. Please note that we tend to book our live music and DJs at least 1 month in advance.
- 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 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. 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. 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 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

You must select a minimum of 4 options from this list. You must select at least 1 from each section. If you are also having buffet stations, you may also have passed hors d'oeuvres or a prix fixe limited a la carte menu.

\$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

You must select a minimum of 4 options from this list. You must select at least 1 item from each section. If you are also having passed hors d'oeuvres, you may also have buffet stations or a prix fixe limited a la cart menu.

\$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

3 Course Menu

You may also enjoy a limited menu for a la carte dining for large parties. You must select a minimum of 3 courses- 1 appetizer, 1 salad, 1 entree. Based upon our meeting, we will create a custom quote for your prix fixe menu based on the menu items we have available. There is a minimum spend of \$30 per person on food.

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 - \$200 Love Noir Pinot Noir - \$200 Lagaria Merlot - \$180	Danzante Pinot Grigio - \$170 Chateau St. Michelle Chardonnay - \$180 Chateau St. Michelle Sauvignon Blanc - \$200 La Vielle Ferme Rhone Blanc - \$180 Kung Fu Girl Reisling - \$230

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 - \$200 Heineken - \$200 Bud Light - \$150 Blue Moon - \$200	Captain Lawrence - \$250 Goose Island IPA - \$200 Singlecut Pilsner - \$225 New Belgium Fat Tire - \$225

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

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