

PRESIDIO BOWL ENTIRE CENTER RENTAL RESERVATION CONTRACT

In order to reserve Presidio Bowl for a private event, we require a **NON-REFUNDABLE** reservation deposit. The deposit will be credited to your event's account and subtracted from the final bill. The deposit amount is equal to the first hour rental plus first hour food and beverage minimum. Should a change or cancellation be necessary, a **minimum of TWO WEEKS** advance notification will be required. Your deposit will be credited to a future event or you will receive house credit. No changes in date or time will be permitted within two weeks of event date. Failure to show-up for an event will result in forfeiture of deposit. **I acknowledge the change and cancellation policy.**
_____(initials)

ABSOLUTELY NO OUTSIDE FOOD OR BEVERAGE MAY BE BROUGHT INTO PRESIDIO BOWL. THE ONLY EXCEPTIONS WILL BE FOR SELECTING THE CATERING OPTION AND FEE BELOW AND/OR FOR WINE AND CHAMPAGNE WHICH IS SUBJECT TO A CORKAGE FEE OF \$20 PER 750ML OR EQUIVALENT. I UNDERSTAND THIS POLICY WILL BE STRICTLY ENFORCED. _____(Initials)

- 1) Today's Date: _____
- 2) Name and/or Organization: _____ Contact Person: _____
- 3) Email Address: _____
- 4) Daytime Phone: _____ 5) Evening Phone: _____ 6) Mobile: _____
- 7) Date of Event: _____ Day: _____
- 8) Time of Event: From: _____ To: _____
Please choose your time carefully, as you will be charged for the scheduled time. Parties arriving late will not receive extra time. Your reservation will only be held until your deposit is exhausted. _____(Initials)
- 9) Approximate Number of Guests: _____

- 10) Rate: _____ # 1 **Monday – Friday before 5PM (Except November through March) (Two Hour Minimum)**
\$925.00 per Hour plus a minimum of **\$450 per Hour** for food and beverage.
 Minimum Reservation Total=\$2750
 Sales tax is not included and does not count toward the minimum food and beverage requirement. 8.5% sales tax will be added to all food and beverage purchases.
- _____ # 2 **Saturday, Sunday and all days November through March before 5PM (Two Hour Minimum)**
Sunday through Tuesday after 5PM (Three Hour Minimum)
Events less than 4 hours in duration may not start between 6:15 PM and 8:45 PM)
\$1025.00 per Hour plus a minimum of **\$750 per Hour** for food and beverage.
 Minimum Reservation Total-Two Hours=\$3550 Three Hours=\$5325 Four Hours=\$7100
 Sales tax is not included and does not count toward the minimum food and beverage requirement. 8.5% sales tax will be added to all food and beverage purchases.
- _____ # 3 **Wednesday through Saturday after 5PM (Four Hour Minimum)**
\$1125.00 per Hour plus a minimum of **\$900 per Hour** for food and beverage.
 Minimum Reservation Total=\$8100
 Sales tax is not included and does not count toward the minimum food and beverage requirement. 8.5% sales tax will be added to all food and beverage purchases.

- 11) Catering:---**We are planning to have our event catered by an outside company:** No: _____ Yes: _____ TBD: _____
 Presidio Bowl allows your event to have food catered by an outside company with an additional fee of \$15 per guest. This fee may be subtracted from the food and beverage minimum in the appropriate section above. Your caterer must provide evidence of insurance naming Presidio Bowling Center, Inc. as also insured. **A food truck is considered a caterer and requires additional permitting and fees required and charged by the Presidio Trust. This process takes at least two weeks to complete. Non-permitted food trucks will not be allowed to operate in the Presidio.**
 No alcoholic beverages may be brought in or provided by the caterer. Wine and Champagne may be brought in with a corkage fee of \$20 per 750ml bottle or equivalent. Any corkage fees will count towards minimums. Your caterer is welcome to use our kitchen facility, but will only have access to the area 30 minutes before the scheduled start of your event. We recommend scheduling a walkthrough with your caterer before your event.
I acknowledge the catering rules and agree to all fees associated should our event be catered by anyone except Presidio Bowl. _____(initials)

Minimum Reservation Total (# of hours x rate including minimums): \$ _____ + 8.5% sales tax on F&B

I acknowledge the minimum reservation total: _____(initials)

Full payment is due at the end of the event unless invoice arrangements are made prior to the event. We do not store credit card information from deposits. Invoices will have an 18% gratuity added to the pre-tax food and beverage portion of the invoice: _____(initials)

Deposit Amount Received: _____ Cash _____ Check # _____ CC Last 4 _____

Presidio Bowl Signature: _____ Date: _____

Contracts returned by email or fax are not valid until received with applicable deposit, verified, signed and dated by Presidio Bowl. No contract is valid without a Presidio Bowl signature. No phone reservations. I have read and agree to abide by all of the terms and conditions of the above contract.

Customer Signature: _____ Date: _____