

## Special Events Contract

Thank you for choosing Little Bear Inn for your special event. If your group has specific requests or needs, we would be pleased to accommodate those. We are looking forward to making your occasion a special one.

For groups of 20 or more please choose from our banquet menu for your event. Little Bear Inn shall provide all food and beverages served. If any food or beverage is provided from a vendor other than Little Bear Inn it may be subject to an additional fee.

We are happy to customize your choices to suit your group event. If you are interested in providing wines for your event we can review our wine list for flavors and price.

### 1. Deposit

\$100 deposit and signed contract to confirm event.

No bookings will be held until contract and deposit is received.

\$100 deposit and contract is to reserve the date and time of your event only which will be deducted from the total final payment. Your booking is confirmed upon receipt of your deposit and signed contract. This deposit is non-refundable if the event is cancelled within 60 days of the event. All cancellations must be made by contacting our event coordinator.

### 2. Final Payment

Payment must be made in full at the completion of the event. In the event the booking party does not comply with the rates, amounts, and dates of pay provided a late payment penalty surcharge of 5% on the compensation amount will be applied.

### 3. Gratuity Charge

Gratuities are NOT included in the menu pricing. All parties are subject to an 18% gratuity charge unless otherwise specified.

### 4. Guest Count

The coordinator must be notified of the exact number for which you wish to guarantee services for not later than 2 weeks before the event. In the event a guarantee service number is not received, the original estimated attendance count will be prepared and charged. Billing will be in accordance with the actual number served or the guaranteed number, whichever is greater. Guest count confirmation is required 2 weeks prior to the event.

### 5. Taxes

All applicable state and local taxes will be imposed and paid by the client. If the client's organization is tax exempt, the caterer must receive a certificate reflecting the client's exemption status not later than five working days before the event. If the caterer does not receive this certificate, the client agrees to pay all taxes associated with the event.

# Little Bear Inn

Cheyenne's Original Steakhouse

Little Bear Inn 1700 Little Bear Road, Cheyenne, WY. 82009

307.634.3684



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### 6. Cancellations

The agreed deadline for cancellation is no later than 60 (sixty) days prior to the date of the event. If the cancellation is 60 days for date of the event and any deposit has been made, a full refund of the deposit amount will be made.

If the cancellation is less than 60 days from the date of the event, any deposit is forfeit. The monies paid to hold the date are non-refundable.

### 7. Dinner Selections

All parties must provide an accurate count of the dinner selections 2 weeks prior to the event. All dinner selections are final and will be prepared and charged,

### 8 Liability

Little Bear Inn is not responsible for loss of equipment, materials, or personal belongings left unattended and in an unsecure area..

### 9. Vendors

All food will be purchased from Little Bear Inn. No food or beverage is permitted to be brought into the event by the contracted, its patrons or invitees, Any food brought in from an outside vendor is subject to a set up and banquet fee.

### 10. Menu Charges

Although Little Bear Inn will make every attempt to honor menu prices set at the time of contract signing, the restaurant can not guarantee prices more than thirty (30) days prior to the event due to fluctuating wholesale market prices. If there is a change in the menu pricing Little Bear Inn will contact the party listed to discuss menu options.

By signing below, the Client and Little Bear Inn agree to fulfill the obligations and responsibilities of this contract.

Accepted By: \_\_\_\_\_

Print Name \_\_\_\_\_

Little Bear Inn: \_\_\_\_\_

Date: \_\_\_\_\_

Deposit Amount Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Expiration: \_\_\_\_\_

Zip Code: \_\_\_\_\_

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Event Date/Time \_\_\_\_\_

Event Name \_\_\_\_\_

Number Attending \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Room Preference: \_\_\_\_\_

Room Rental contract \_\_\_\_\_ \$ \_\_\_\_\_

Menu Selection: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Appetizer Selection:

\_\_\_\_\_

Dessert Selection

\_\_\_\_\_

Wine/Liquor Selection

\_\_\_\_\_

Additional Requests:

\_\_\_\_\_

\_\_\_\_\_