

Payment Policy:

1. After you decide to have your function in 10 Downing, a \$1000.00 deposit is required to reserve the room and date. The payment of this deposit will automatically adhere to the terms of this policy. Payment of this deposit is accepted via credit / debit card or cash—we are unable to accept personal checks. This \$1000 deposit will be credited to your final bill at the end of the event. Cancellation of the event by the patron at any time for a reason other than an act of God will result in the loss of the \$1000 non-refundable deposit.
2. The room rental fee and food and beverage minimum spend are to be paid in full no later than 30 days prior to the date of the event.

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3. Final remaining payment for the entire event is due at the end of the function, before the individual responsible for payment leaves the venue. We accept credit / debit cards or cash as forms of payment, we are unable to accept personal checks.

Guest Guarantee policy:

4. **LOW SEASON:** We have a minimum food and beverage spend for a Friday or Saturday evening between either July 1st and August 31st or January 1st and February 7th of \$2,500. For an event on an evening other than Friday or Saturday between July 1st and August 31st or January 1st and February 7th, the minimum food and beverage spend is \$1,500. These minimums do not include the room rental fee, gratuity of 20%, tax of 7%, projector fee, cake cutting fee or a potential cash bartender fee of \$100. In the event that a minimum food and beverage spend is not met, a miscellaneous charge will be added to your bill to reflect the difference between the actual food and beverage spend and the minimum. Use of the room on a Friday or Saturday evening between January 1st and February 7th, or July 1st and August 31st can be guaranteed with a room rental fee of \$500. Use of the room on an evening between Sunday and Thursday during the period of January 1st to February 7th, or July 1st to August 31st can be guaranteed with a room rental fee of \$300. These fees include the cost of tables, linens, all table-ware and glass-ware and white Chiavari chairs.
5. **HIGH SEASON:** For an event on Friday or Saturday evenings between either February 8th and June 30th or September 1st and December 30th, the food and beverage minimum spend is \$3,500. For an event on an evening other than Friday or Saturday during the same periods, the minimum food and beverage minimum spend is \$2,500. These minimums do not include the room rental fee, gratuity of 20%, tax of 7%, projector fee, cake cutting fee or a potential cash bartender fee of \$100. In the event that a minimum food and beverage spend is not met, a miscellaneous charge will be added to your bill to reflect the difference between the actual food and beverage spend and the minimum. Use of the room on a Friday or Saturday evening between February 8th and June 30th or September 1st and December 30th can be guaranteed with a \$1,000 room rental fee. Use of 10 Downing on a Sunday within this period can be guaranteed with a \$750 room rental fee. Use of the space between Monday and Thursday during this period can be guaranteed with a \$500 room rental fee. These fees includes the cost of tables, linens, all table-ware, silverware and white chiavari chairs.

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6. For certain premium dates; July 4th, New Year's Eve and Sunday events prior to a Federal Monday Holiday, pricing increases. Please contact us directly for specifics.
7. Food, beverage and add-on item charges based on guest count will be based on the Patron's final guarantee. Final guest counts are due no later than 7 days before the date of the event. If no final guest count is received, we will use the number of guests listed on the original contract. We will make every effort to accommodate any last minute increases in the guest count. Any increases in the cost of the event due to last minute guest additions will be adjusted at the close of your event when your balance is due.

Terms:

8. We offer a cake cutting service for a fee of \$50 for all of our events. After the ceremonial first slice by the Bride and Groom, our trained staff will take your cake to the kitchen for our Chef to slice and plate. Your servers will then bring a piece to each guest at their table. Please note, Churchill's cannot be held responsible for any damage caused to cakes during an event.
9. A \$100 Projector fee will apply if you choose to employ the projector and/or screen offered in the venue.
10. A \$100 cash bartender fee will be added to your invoice if you choose to operate a cash bar for all, or any portion of your event.
11. Guests wishing to have their wedding ceremony inside the venue prior to the reception may do so for an additional fee of \$500. This fee includes the ability to hold a ceremony rehearsal at an earlier date.
12. Should you select one of our Buffet Menu options, but wish to have this presented as a family-style service, an additional \$5 per person will be added to the cost of the menu.
13. Churchill's Roof-Top Terrace is open to the public during business hours. 10 Downing guests are welcome to enjoy the terrace alongside members of the public at any time they choose. 10 Downing event hosts wishing to acquire exclusivity of the roof-top terrace in conjunction with 10 Downing may do so for an additional rental fee of \$1,500 between either July 1st and August 31st or January 1st and February 7th. The fee to have exclusivity of the terrace between either February 8th and June 30th or September 1st and January 1st is \$1,750.
14. Agreement shall be confirmed upon receipt by Churchill's of both a signed copy of the agreement, and the non refundable deposit.

Credit Card Information:

15. The restaurant requires a valid credit card number and expiration date to keep on file until the conclusion of each event. No charge will be made to this card for any reason other than cancellation of event (Item 6) or damage to restaurant property occurs (Item 10). We will never share this information with anyone, and our copy of the credit card details will be securely destroyed at the conclusion of the event.

Cancellation Policy:

15B. The Patron reserves the right to cancel the event upon written notice received by the restaurant and payment of the following:

Notice received 30-90 days from the event date - 50% of food and beverage minimum + Room Rental Fee

Notice received 0-30 days from the event date - 100% of food and beverage minimum + Room Rental Fee

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Default by Patron:

The Patron shall not be liable to the Restaurant for delays or cancellation caused by acts of God or other conditions beyond the control of the Patron.

Default by Restaurant:

16. The Restaurant shall not be liable to the Patron for delays or cancellation of the event caused by acts of God or other conditions beyond the control of the Restaurant. In all instances, the Restaurant shall be liable to the Patron only for refund of the pre-paid portion of the contract amount received from the Patron and shall not be liable to the Patron for special or consequential damages.

Damage:

17. Any damage to the Restaurant caused by the Patron, the guests of the Patron or entertainers hired by the patron will be paid to the Restaurant by the Patron. Churchill's will not be liable for damage to, or loss of, any items left unattended on the premises.

Miscellaneous:

- 18. This Application, upon acceptance by the Restaurant, contains the entire agreement between the Patron and the Restaurant. No agreements or understandings shall be binding on the parties hereto unless set forth in writing and signed or be adhered to the contract by the acceptance of the deposit. The Restaurant does not allow buffet food items to be taken off premises at any time.
- 19. Alcohol Laws prohibit serving alcohol to a minor. In accordance with state and local laws, Churchill's is only permitted to sell alcohol for consumption on premises; therefore, alcohol is not permitted to be brought in to the establishment. Minors under the age 21 are not to consume alcohol. In Compliance with the City of Savannah's ordinance all minors under the age of 21 must leave the premises by 11.00pm. Anyone over the age of 21 caught supplying alcohol to a minor will be removed from the premises along with the minor. If the situation requires more attention, then a close-down of the event will take place immediately. In the event of a close-down, the host will be charged the full amount due on his or her bill at the time of the close-down.
- 20. Tastings are available for any of our private event menus. The cost for a tasting is \$150 per couple. Please contact our banquet manager for more details.
- 21. No charge will be made to this card other than for cancellation of the event (item 13), damage to restaurant property (item 17), or failure to provide final payment at the end of the event. We will never share this information with anyone, and our copy of the credit card details will be securely destroyed at the conclusion of the event.
- 22. If selecting from one of the plated dinner menus, it is necessary for us to know in advance what dish each guest would like for each course. Please contact our banquet manager for more details.
- 23. Points associated with Churchill's loyalty program will not accrue, and cannot be redeemed during private events.

Agreement:

By signing this contract you agree that you have read, understand, and accept the terms and conditions above. This contract will not be binding until an event deposit of \$1000 is received. Churchill's reserves the right to rent the banquet room to other interested parties until deposit payment is received.

Signed _____ Print Name _____

Date _____ Contact Number Cell _____ Other _____

Name _____

Date of event _____

Room rental fee _____

Card details for deposit:

Card number _____ Exp: _____ CVV: _____