



# Birmingham RESERVATION AGREEMENT

971 Brookwood Village Birmingham, AL 35209

**Date of Event:**  
**Time of Event:**  
**Company/ Group Name:**  
**Address:**

**Guest Count:**  
**Booking Contact:**  
**E-mail Address:**  
**Phone #:**

*We appreciate your interest in Grille 29 as the host location for your event. Welcome your guests to a truly unique dining experience combined with our personalized service, precision, and style. Our goal is to ensure that your event will be memorable, stunning and thoroughly enjoyable for both you and your attendees.*

*The restaurant's dining rooms are used for general dining; therefore a minimum food & beverage expenditure is required for private use of these rooms. The food and beverage minimum required is exclusive of state tax and service gratuity. **There is a \$500 food and beverage minimum during the evenings. Any remaining balances will be considered room rental.***

### Deposit

A credit card guarantee is required to confirm the reservation. A deposit of \$250 must be received, along with this signed agreement to secure the space, date, and time. Please be advised that no reservation is confirmed until the deposit is received and the space may be rented to another prospective client if there is no confirmed deposit. Your deposit will be credited to the final bill at the conclusion of your event. Collected deposits are non-refundable if the reservation is cancelled less than 30 days prior to the event date.

### Final Count

A guarantee of attendance is necessary in order to reserve space for your event. A tentative number of guests will be due with the signing of this agreement and a final guarantee (no less than 80% of original count) of guest attendance is due 72 hours prior to the date of the event. Billing will be for final guarantee count or the actual number in attendance, whichever of the two is greater. Any guaranteed guests not in attendance will be charged at a rate of \$20 each. Any modification or changes during your function can result in additional charges (i.e. changes or increase in amount of food or beverage). Please consult the Manager on Duty for any changes or special requests.

### Event Billing

The client will be responsible for all charges as specified on the Banquet Event Order. All outstanding balances of the event are due at the conclusion of your event. If your company or organization is Alabama Sales Tax-Exempt, please attach a copy of your tax-exempt certificate to this Agreement and return it to the Director of Catering. This certificate must be provided to qualify for the tax exemption. Grille 29 will accept cash or major credit cards for final payment. *Please be advised that personal checks are not accepted as payment under any circumstance.* All Group Events will be assessed a 20% service charge as well as 9% sales tax.

### Cancellation Policy

Should cancellation of your event occur prior to 30 days before the scheduled date, your entire deposit will be refunded to you. The paid deposit will be retained should the event be cancelled within 30 days of the event. Should cancellation be finalized within seven days of the event date, 100% of the anticipated revenue will be due.

### PLEASE COMPLETE THIS FORM IN FULL, SIGN AND RETURN WITH YOUR CREDIT CARD INFORMATION

To Grille 29 Catering Department - Banquets@Grille29.com Phone 205-783-1295

**RESERVATIONS ARE NOT CONFIRMED UNTIL BOTH CREDIT CARD NUMBER AND COMPLETED AGREEMENT ARE RECEIVED.**

**Check if your event is private with a \$500 Food and Beverage Minimum**

### I authorize my credit card to be used for the following services at Grille 29:

Check all that apply:  ALL CHARGES  Event Deposit  Food  Beverage/Alcohol  
 AV Equipment  Rental Items  Other – list \_\_\_\_\_

**Circle Type:**            **Visa**            **MasterCard**            **Amex**            **Discover**

**Account #:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_ **CVV:** \_\_\_\_\_

**Imprinted Name on Card:** \_\_\_\_\_

### Client Acknowledgment

Signature indicates client has read, understands and complies with all Grille 29 policies.

### Today's Date

If this agreement is signed in the name of a corporation, partnership, association, club or society, the person signing represents to Grille 29 that he or she has full authority to sign this agreement and that representation shall be binding in all respects.

**IMPORTANT NOTE: DUE TO CREDIT CARD REGULATIONS, A PHOTOCOPY OF THE CARDHOLDER'S CARD IMPRINT (FRONT & BACK) MUST BE PROVIDED WITH FORM.**