

Bumpers Grill & Bar

21935 NE Halsey Suite 100 Fairview OR 97024

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Special Event Agreement and Authorization Form

Reservation Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Name: _____ Email Address: _____

Phone: _____ Fax: _____ Cell: _____

Event Date: _____ Day: _____ Start Time: _____

Expected # of guests: _____ Bar: Host _____ No Host _____ Occasion: _____

Name on the Credit Card: _____

Credit Card #: _____ Exp. Date: _____

1. Room Fee/Cancellation Policy. There is a Room Fee of \$50.00 that is non-refundable. It is a private space and is not applied to food or beverage costs. Cancellations must be in writing. \$600 purchase minimum.
2. No food or beverage may be brought into the restaurant without prior approval. A \$12.00 per bottle corkage fee will be assessed for all wines brought in. A \$25.00 fee will be assessed for a cake brought in.
3. Guaranteed guest count is required 7 full business days before the event.
4. Menu selections are due a minimum of 7 days prior to your event date.
5. A 20% gratuity is added to the entire bill.
6. Full payment is due and payable on the date of the event. We accept cash and all major credit cards. Any company check must be approved prior to the event by Management.
7. Bumpers Grill & Bar, Inc. does not assume any liability for the damage or loss of any merchandise or articles left before, during or after the event.
8. The Client assumes responsibility for any damage that may occur on the premises: this includes any breakage of glasses and/or dishes, damage of walls, carpets, furnishings, etc. Bumpers Grill & Bar, Inc. management reserves the right to assess a service charge for any damages and/or excessive clean-up beyond the expected normal range of a planned function.
9. The Client agrees to insure that the event scheduled and any persons in attendance will conduct no illegal activities.

I have read and clearly understand the special event terms and conditions and above terms.

Signature: _____ **Date:** _____

Representing: _____