

THREE

Craft Kitchen & Bar

EVENT CONTRACT

IMPORTANT NOTES/TERMS REGARDING PRIVATE EVENTS

PLEASE EXAMINE OUR PARTY MENU OPTIONS AT WWW.THREESANMATEO.COM
YOU WILL FIND DIFFERENT PRICING OPTIONS AND ALL MENUS ARE SAMPLES AND CAN BE FURTHER
CUSTOMIZED TO MEET YOUR NEEDS AND BUDGET.

LET US KNOW WHICH ONE YOU WOULD LIKE AND WE CAN HELP YOU PLAN A MENU
A FINAL GUARANTEE IS REQUIRED 1 WEEK PRIOR FOR PARTIES LARGER THAN 20 GUESTS,
PARTIES OF 20 OR LESS 96 HOURS

ALL FOOD & BEVERAGE PROVIDED BY THREE CRAFT KITCHEN & BAR
PLEASE SEE OUR BAR MENU IF YOU WOULD LIKE TO PRE-ORDER ANY BEVERAGES

GUARANTEED MINIMUM

THE FINAL GUEST COUNT IS THE AMOUNT OF PEOPLE YOU WILL BE CHARGED
FOR AT THE TIME OF THE EVENT.

INCREASES TO YOUR PARTY WILL BE CHARGED ACCORDINGLY.

FOR EXCLUSIVE USE OF ONE OF OUR THREE AREAS ON THE FLOOR OF THE RESTAURANT OR
A COMBINATION OF ANY AREAS REQUIRES A MINIMUM FOOD AND BEVERAGE PURCHASE.

THESE MINIMUMS DO NOT INCLUDE TAX AND 22% SERVICE GRATUITY.

A MINIMUM FOOD AND BEVERAGE CHARGE SHALL BE AGREED UPON BY
THE CLIENT AND THREE CRAFT KITCHEN AND BAR. PLEASE NOTE THAT AN EXCLUSIVE RESERVATION IS
NOT GUARANTEED UNTIL WE HAVE RECEIVED YOUR SIGNED CONTRACT AND DEPOSIT.

ENTERTAINMENT, HOURS, AND DECORATIONS

ENTERTAINMENT IS PERMITTED FOR FULL BUYOUTS OF THE RESTAURANT ONLY.

MINIMUMS ARE BASED ON THE NUMBER OF HOURS FOR YOUR EVENT AND
VARY BASED ON NUMBER OF GUESTS

DECORATIONS ARE PERMITTED; PLEASE DO NOT BRING GLITTER OR
ANYTHING SPRINKLED ON THE TABLES. NOTHING CAN BE TAPED TO THE WALLS OR LIGHT FIXTURES.

PRIVATE AREA CANCELLATION FEE

IN THE EVENT THAT THE PARTY DOES NOT CANCEL IN A TIMELY MANNER (7 DAYS) EXCEPT FOR FULL
BUYOUTS (14 DAYS) OR FAILS TO SHOW UP FOR THE RESERVATION,
THERE WILL BE A CHARGE OF 50% OF THE MINIMUM FOOD AND BEVERAGE AGREED TO OR
A \$25.00/PERSON CHARGE, WHICHEVER IS APPLICABLE BASED ON THE EVENT.

THE TOTAL WILL BE CHARGED TO THE CREDIT CARD SUBMITTED BELOW.

KINDLY INCLUDE A CREDIT CARD NUMBER, WITH EXPIRATION DATE, CVC,
AND NAME OF CARD HOLDER. PLEASE HAVE CREDIT CARD WITH YOU AT TIME OF EVENT.

CARD # _____ EXP DATE _____ / _____
NAME OF CARDHOLDER _____ CVC _____
CONTACT PERSON (PRINT): _____
EMAIL _____ PHONE _____
DATE / DAY OF PARTY _____ NUMBER IN PARTY _____

FOR ANY QUESTIONS OR MORE INFORMATION PLEASE CONTACT
ALICIA @ 650.344.5222 OR ALICIA@THREESANMATEO.COM