

MIAMI VIBES DINING **LARGE PARTY RESERVATION INFORMATION FORM**

GENERAL INFORMATION

TODAY'S DATE:

TAKEN BY:

GUEST NAME(FIRST/LAST):

PHONE #:

EMAIL:

EVENT DETAILS

EVENT DATE

EVENT TIME:

SERVICE: BRUNCH DINNER

GUEST COUNT:

OCCASION:

NOTES:

PAYMENT DETAILS

DEPOSIT AMOUNT

PAYMENT TYPE:

CASH CARD

CC#

EXP

CVV

OFFICE USE

DEPOSIT PAID

DATE:

CONTRACT
SIGNED

DATE:

CONTRACT RECEIVED

DATE

ENTERED INTO RESY

DATE:

MIAMI VIBES DINING **LARGE PARTY RESERVATION CONTRACT**

FOOD & BEVERAGE POLICY _____ **INITIAL**

The client will be charged on actual consumption after the event concludes and all pre-paid deposits will go towards the total food and beverage minimum. If group consumption does not meet the pre-paid deposit, the difference will be charged as a table/booth rental fee and is subject to service charge and tax. If group consumption is over anticipated amount, the overage will be charged to the credit card on file for the remaining balance due.

All food and beverage must be purchased and prepared through MIAMI VIBES DINING per Texas Health Department Code, exceptions being pre-arranged and approved special occasion desserts. (i.e., wedding, anniversary cake). No other outside food or beverage is allowed on the premise. If special occasion desserts are brought in as part of your event/party it automatically absolves liability of any food-borne illness acquired on or around the visit to MIAMI VIBES DINING.

GUEST COUNT _____ **INITIAL**

During the initial planning, we require a predefined guest count. The final guaranteed guest count is required no less than 14 days prior to the Buy-out or Private Party event. **NO INCREASE IN GUEST COUNT IS GUARANTEED** after initial contract agreement.

The event host will be responsible for the guaranteed final guest count, or the actual number of guests served, whichever is greater.

If the event host and guests do not show for a contracted event without a notice of cancellation, the host will be responsible for the full amount of the proposed food bill. (See Cancellation Policy)

CANCELLATION POLICY _____ **INITIAL**

All cancellations need to be communicated and submitted in writing/email no less than **72 hours** prior to a Buy-Out or Vibe Dining event to avoid fees. Anything cancelled within the **72 hour** time frame from scheduled event incurs the Non-refundable deposit. Your event and/or event space is not secured or confirmed until signed contract agreement and a non-refundable/non-transferable deposit is received.

It is the policy of MIAMI VIBES DINING to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, due to weather or other unforeseen business interruption, the company reserves the right to close the facility. If such an event occurs, MIAMI VIBES DINING will hold all deposits until the rescheduled date. If the event is not rescheduled those deposits become non-refundable. All deposits made for events October through December are non-refundable.

You agree and understand that in the event a cancellation or lack of performance by you within the 72 hour cancellation policy window, our actual damages would be difficult to determine. Therefore, you agree should you cancel your event for any reason other than due to valid impossible occurrences, you will pay as liquidated damages and not as a penalty, **100%** of the total anticipated revenue for your event, plus any applicable service charges, state and local taxes required by law.

LATE POLICY & FEES _____ **INITIAL**

Parties are expected to arrive at their reservation time with their complete party. There is a **15-minute** grace period allowed after the scheduled reservation time. If a party does not show up within the **15-minute** period MIAMI VIBES DINING reserves the right to give up the reservation and the deposit will not be refunded.

LARGE PARTY POLICY _____ INTIAL

Large Party (group of 11 or more) reservations will not be secured until the submission of your signed contract and a one-time deposit due at the time you submit said signed contract. Payment of the deposit can be made over the phone or in person and will be credited towards your final bill. Acceptable forms of payment include credit/debit cards or cash. Personal checks ARE NOT an accepted form of payment. Your deposit is non-refundable unless you give a written cancellation notice 72 hours prior to the date of the event. (See Cancellation Policy) _____

PRIVATE DINING/ BUY-OUT RESERVATION POLICY _____ INTIAL

Private dining and/or Buy-Out reservations will not be secured until the submission of your signed contract and a one-time deposit due at the time you submit said signed contract. Payment of the deposit can be made over the phone or in person and will be credited towards your final bill. Acceptable forms of payment include credit/debit cards or cash. Personal checks ARE NOT an accepted form of payment. Your deposit is non-refundable unless you give a written cancellation notice (**72 hours**) prior to the date of the event. (See Cancellation Policy)

EVENT/PARTY DECORATION & SET-UP POLICY _____ INTIAL

All displays and decorations must be approved by MIAMI VIBES DINING management and must conform to fire and safety codes. Confetti, glitter, and/or rose petals of any kind ARE NOT permitted. If any of the aforementioned items are brought in, an additional \$200 clean up fee will be applied. NO open flames or tapered candles are permitted due to City Code restrictions. Any accommodation for decoration set-up or storage needs including, but not limited to floral, balloons, table settings, table cloths, displays, or centerpieces will need to be arranged and agreed upon with MIAMI VIBES DINING management as part of initial contract. The client, not MIAMI VIBES DINING, is responsible for breakdown and removal of all approved decorations before leaving the premises. Pre-arranged storage and/or pickup of decorations cannot exceed **24 hours** after event and is subject to an additional fee if time is exceeded.

STANDARDS ENFORCEMENT POLICY _____ INTIAL

MIAMI VIBES DINING reserves the right to enforce its quality standards, concerning dress and decorum, at all functions. MIAMI VIBES DINING reserves the right to ask for proper identification prior to serving any alcoholic beverages to any persons requesting such service. MIAMI VIBES DINING reserves the right to refuse service to any person, who in the judgment of management, is under the influence of alcohol or controlled substances per TABC rules and regulations. In case of incident or judgment of management, MIAMI VIBES DINING further reserves the right to request person(s) to leave the premises. MIAMI VIBES DINING reserves the right to close the bar before the designated ending time should management deem it necessary.

COVID-19 POLICY _____ INTIAL

If there are any cancellations for reasons such as, but not limited to, a shutdown, closures, or capacity limits due to Collin County, City of Plano, The State of Texas, the CDC, etc., due to COVID-19, MIAMI VIBES DINING will move any payments and/or deposits made to a future rescheduled event/party. The cancellation policy still applies in situations of COVID-19 and any cancellation outside of the allotted time frame is non-refundable but can be transferred to a rescheduled date.

I hereby authorize MIAMI VIBES DINING to debit the above credit card in the designated amount (see pg1) to be applied as a non-refundable (unless cancellation policy is satisfied) security deposit for the above reservation, and also agree to all stipulations laid out in the contract.

SIGNATURE: _____

DATE: _____

This contract is made in the State of Texas and shall be construed and enforced in accordance with the laws of such State. This Vibe Dining Contract constitutes the entire agreement between parties and may not be modified or amended except by an instrument in writing signed by both the Client and MIAMI VIBES DINING. "The undersigned acknowledges that he/she has read and understands the Large Party/BUYOUT/Vibe Dining Event Contract including this page and the preceding page by signing and dating below the undersigned accepts this contract and agrees to comply with the same."
