

DANTE

40 Edwin H Land Blvd Cambridge

PRIVATE DINING AGREEMENT

Restaurant Dante
40 Edwin H Land Blvd, Cambridge, MA
restaurantdante.com

Client/Organization: NBER
Booking Contact: Rob Shannon
Booking Email: rshannon@nber.org
Space: Mezzanine
Format: Seated Dinner

Date: Friday, February 15, 2019
Booking Tel:
Guests: 15-20
Occasion: Corporate
Timeline: 6:00PM-9:00PM

PAYMENT

Food and Beverage Minimum: \$1,000
Room Fee: waived

Deposit: \$200

Sales Representative: Sam Kanter
Phone: 617.996.0576 **Email:** sam@samkanter.com

TERMS AND CONDITIONS (Please read carefully)

In arranging for private functions, the attendance must be confirmed 72 business hours in advance. This number will be considered a guarantee, not subject to reduction, and charges will be made accordingly. Menus must be finalized no later than 7-days prior to event. Food and beverage minimum does not include taxes, fees or rental costs. If this minimum is not met, subsequent charges will be added as food and beverage cost to final bill. A 20% Suggested Service Charge, and a 6% Administration & Planning Fee will be added to the total bill. (These Fees cover the Event Service Gratuity, Event Planning & Event Execution). Massachusetts Meals Tax of 7% will be applied to food and beverage costs on the final bill. All alcoholic and non-alcoholic beverages are additional to menu costs and are charged based on consumption or beverage package cost. Contract must be signed with noted deposit to guarantee reservation. Deposit is refundable as a credit for a future event if written notice of cancellation is received at least 30 days prior. 50% of Deposit is refundable as a credit for a future event if written notice of cancellation is received at least 15 days prior to the event. Deposit is NOT refundable if event is cancelled within 15 days of the scheduled event date. If scheduled event is cancelled within 48 hours, 100% of predicted total food and beverage costs, as well as tax and the predicted admin fee will be charged to the card on file, If scheduled event is outside, rescheduling based on weather will be determined on a case by case basis. We are happy to organize all of your entertainment & audiovisual needs, flower & décor requests, and any other of your group's requirements. All requests will be provided for an additional cost, which will include all tax and delivery charges. The administrative and planning fee will apply to all items coordinated with outside vendors. Guests can stay in the space until the time listed above. Following 30 minutes past this time, if guests remain in the space, we reserve the right to add a \$500 space fee per every 30 minute interval to the final bill. All parties must be paid in full upon completion of event. We accept all major credit cards and cash. Any unpaid balance due will be charged to the authorized credit card. (See Below.)

THIS IS AN AUTHORIZATION FOR A [\$200] DEPOSIT AND AN ACCEPTANCE OF ALL TERMS AND CONDITIONS OF THIS CONTRACT STATED ABOVE.

PLEASE SIGN AND RETURN THIS FORM TO SAM KANTER - sam@samkanter.com

Client Signature: *[Signature]* Date: 1.3.19

*If you will not be present on the evening of the event and/or not the planning contact, please forward contract and all relevant information to the on-site contact.

Event Guarantee/Credit Card Authorization: (required)

The signature below authorizes Restaurant Dante to charge on the credit card listed below. I understand that charges applied to my credit card are for valid charges for which apply to event related charges or unpaid balances (if any) that remain outstanding at the conclusion of my event. I acknowledge that Restaurant Dante requires final payment at the conclusion of my event.

Type of Card: Visa Mastercard American Express Discover

Credit Card Number: 3782 628678 84033

Expiration: 9 / 23 CVV 9625

Name on Card: ROBERT SHANNON

Signature: x *[Signature]*

Cardholder's Billing Address: 1050 MASS. AVE., CAMBRIDGE, MA 02138

Cardholder's Phone Number: 617 588 0384