

# SONOMA WINE BAR | EVENT CONTRACT

<b>REASON FOR EVENT:</b>		<b>START TIME:</b>	
<b>LOCATION:</b>	HEIGHTS OR UPPER KIRBY	<b>END TIME:</b>	
<b>EVENT SPACE:</b>		<b>HOST NAME:</b>	
<b>EVENT SETUP:</b>	SEATED OR MIX-AND-MINGLE	<b>CONTACT #:</b>	
<b>GUEST COUNT:</b>		<b>EMAIL:</b>	
<b>MENU SETUP:</b>	PACKAGE OR BY CONSUMPTION	<b>COORDINATOR:</b>	

PACKAGE	# GUESTS	UNIT PRICE (USD)	TOTAL (USD)

FOOD	# PLATTERS	UNIT PRICE (USD)	TOTAL (USD)

WINE	# BOTTLES	UNIT PRICE (USD)	TOTAL (USD)

EXTRAS	QUANTITY	UNIT PRICE (USD)	TOTAL (USD)

.....  
**Customer's Print Name and Date:**  
 .....

.....  
**Customer Signature:**  
 .....

Menu selections and setup must be approved by location at time of booking. Spending Minimums are based on the size of group, day, date and time. We try our very best to work with all budgets.

Spending Minimum:	
Estimated Food & Beverage Subtotal:	
Extras:	
Setup:	
20% Service:	
8.25% Sales Tax	
<b>Total</b>	

**SETUP:**

- 1.
- 2.
- 3.
- 4.

**PACKAGE:**

- 1. Prices are for 2-hours for an open-wine-bar with preselected wine & food.
- 2. A 3rd hour may be added for \$15/person. Must be added at time of booking.
- 3. Anything ordered outside of the 2-hours will be billed based on consumption.
- 4. Prices do not include 8.25% sales tax and 20% service gratuity.

**BY CONSUMPTION:**

- 1. Preorder food and wine and pay as you go.
- 2. You only pay for what's opened.
- 3. Average 2 drinks per person, per hour.

**PRIVATE EVENT TERMS AND CONDITIONS:**

- 1. This outline confirms menu, setup and terms. Please review carefully.
- 2. Payment is due at the end of the event.
- 3. Cancellation fee is 25% of event minimum if cancelled within 14 business days.
- 4. Sonoma is not responsible for loss or damage to personal items.
- 5. Decorations are welcomed. Please no confetti.
- 6. A credit card is required to book your event. Nothing will be charged unless noted here in your outline. Payment for your event will be made the day of sale. We have a \$5.00 manual card entry fee.
- 7. In the event of rain, patio events will be moved to the dining room or bar area. A Sonoma employee will contact you with the decision to do so prior to the start time of your event.
- 8. Outside dessert fee is \$2.00 per person.
- 9. Only the host may approve additional items to be added to the bill.
- 10. The lead server will notify the host once the budget is reached.
- 11. Event space will be available no later than 30 minutes prior to event start time.
- 12. Please sign and return to us as soon as possible so we may confirm your event.
- 13. Please see events brochure for frequently asked questions.

**Customer's Print Name and Date:**

**Customer Signature:**

**Credit Card Type & Number:**

**Expiration Date & Security Code:**

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 713-864-9463 - [events@SonomaHouston.com](mailto:events@SonomaHouston.com)

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<http://www.sonomahouston.com>