

**PRIVATE DINING AGREEMENT**

Name: \_\_\_\_\_

email Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Date of Function \_\_\_\_\_ Time \_\_\_\_\_ Number of Guests \_\_\_\_\_

Occasion \_\_\_\_\_

This Agreement made by and between Dudley's on Short and \_\_\_\_\_ (customer name) for use of our private facility on \_\_\_\_\_ (date of function)

To guarantee the arrangement above:

1. A non-refundable deposit of \$100.00 per room is required when the agreement is signed. Deposit amount will be applied to the final bill on the day of the event.
2. Payment of all goods and services are due on the day of the event.
3. A final head count is due 48 hours in advance of the event.
4. A food and beverage spending minimum of \$\_\_\_\_\_ will apply. Minimum does not include 6% tax, gratuity and a 3% service fee.
5. An un-met minimum fee will apply if the food and beverage spending minimum is not met.
6. Cancellations that occur within 5 days of the event will result in a fee in the amount equal to half of the spending minimum.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Remarks: Please sign and return copy with deposit:

Dudley's on Short  
259 West Short Street  
Lexington, KY 40507

Make checks payable to "Dudley's on Short"

Credit Card # \_\_\_\_\_ Exp. \_\_\_\_\_

