



PRIVATE EVENT CONTRACT



About the space:

The Rhubarb event space is a beautiful place to celebrate a special occasion or host a private event. The large windows overlooking Lexington Avenue and the high ceilings create a bright loft-like ambiance with rustic chic finishes in keeping with the farm-to-table approach of Rhubarb. The space can accommodate approximately 90 seated guests and can be divided into smaller “rooms” to create a more intimate setting for smaller groups.

Facility Fee: \$500

The facility fee includes the tables, chairs, plates, glassware, flatware and napkins. The Rhubarb/Rhu staff will be responsible for the setup and the breakdown of the event. Use of the smart TV and stereo system is also included. The facility fee does not include food and beverage costs. Should your event require additional equipment that will need to be rented it will be at the expense of the client.

Payment:

The \$500 facility fee is due upon signing the contract in order to reserve the space. We accept payment by check or credit card.

Checks may be made payable to:

Ramoth Group
7 SW Pack Sq
Asheville, NC 28801

In addition to food and beverage costs, a 22% service charge and NC sales tax will be added to the invoice.

Final payment will be invoiced following the event and payment is due no later than 14 days by check or credit card. A 3% processing fee will be added to all credit card transactions. A credit card number will be required to be held on file. This card will be charged in the event that prompt payment is not made. Should the invoice go past due, Rhubarb reserves the right to engage a third party for collection.

Event Coordination:

Rhubarb’s Event Manager will assist you with all details pertaining to your event and serve as your liaison with the chef and staff. For wedding receptions and rehearsal dinners Rhubarb’s Event Manager will work in conjunction with the wedding planner. An Event Manager will be on site to ensure proper execution of your event.

A guarantee of the number of guests is required seven days prior to the event. This count will serve as the minimum billing amount. At that point, the guest count cannot be reduced. If the guest count increases, Rhubarb must be advised as soon as possible. The increased count will be the final guest count (minimum billing amount). Should the number of guests in attendance at the function be over the final guest count, the final invoice will reflect the increase.

Menu selections are required thirty days prior to the event.

The conclusion time for events is 11:30 PM. If you wish to extend your event past this time a fee of \$150 will be charged for each additional hour.

Food & Beverage:

Outside food is not permitted.

Specialty Cakes And Wedding Cakes

The talented pastry team from Rhubarb and The Rhu is happy to make your event more celebratory with a special cake or dessert. Pastry chef Kaley Laird will work with you to turn your ideas in to a delicious treat. If our pastry team cannot accommodate your request they can offer referrals. A fee of **\$5/per person** will be added for cakes or pastries brought from an outside vendor.

Alcohol

A corkage fee of \$20 per 750ml bottle will be charged to any bottle brought into the event space.

Rhubarb provides responsible alcohol and beverage service consistent with North Carolina Alcohol Beverage Control statutes. We will not serve individuals who appear intoxicated or cannot provide proper identification upon request. Bars are not permitted to serve alcohol in the form of shots. Rhubarb reserves the right to close the bar at the discretion of the manager on duty if alcohol consumption is excessive and problematic. There will be no exceptions to the rules. If you choose to serve alcohol that is not on Rhubarb's beverage menu, it is required that you purchase the special order in its entirety. Smoking is prohibited on Rhubarb property.

Use of Facilities:

Rhubarb's facilities are reserved for social or educational events with no overt sales or marketing to attendees. We strictly prohibit public advertisement and media coverage of any kind for events hosted at Rhubarb without prior consent. Rhubarb reserves the right to market and promote this event following its execution with the consent of the client.

Damages Policy:

Beyond issues of standard wear and tear the client agrees to assume responsibility for the cost of repairs for damages resulting to facilities by the client, the client's guests or the client's contractors. Rhubarb is not responsible for damage or loss of any items prior to, during or following any function.

Displays/Decorations:

Guests are welcome to bring outside decorations with the exception of confetti. Rhubarb will not permit the affixing of anything to the walls, floors, light fixtures or ceilings of any room. Deliveries and set-up may be arranged on the day of your event during regular hours with prior management approval. All decorations and special equipment must be removed at the conclusion of the event.

Cancellations:

For cancellations more than 60 days prior to the event date, the site fee of \$500 will be refunded.

For cancellations less than 30 days prior to the event date the site fee will be non-refundable.

For cancellations within 7 days of the event the client will be charged for the price per person of the menu and expected number of guests.

In the unlikely situation in which an event cannot continue as planned due to an Act of God, a postponement date will be offered to the guest. This date offered by the Manager will be the earliest, most convenient date for Rhubarb. If the guest count is affected by the rescheduling, management will use discretion in billing on a case-by-case basis.

Please sign and date the contract and return with your deposit. Check should be made payable to Ramoth Group. A photocopy of this contract with our signature will be returned to you for your records.

DATE OF EVENT:_____

GUEST SIGNATURE:_____

DATE SIGNED: _____

RHUBARB EVENT MANGER:_____

DATE SIGNED_____

EVENT DETAILS:

DATE OF EVENT: _____

TYPE OF EVENT: _____

STARTING TIME: _____ ENDING TIME: _____

ESTIMATED NUMBER OF GUESTS: _____

ADULTS: _____ CHILDREN: _____

ADDITIONAL NOTES:

CLIENT NAME: _____

CONTACT NAME: _____

PHONE: _____

CELL PHONE: _____

EMAIL ADDRESS: _____

CREDIT CARD: _____ EXP: _____