



846 W. OSCEOLA ST.  
CLERMONT, FL 34711  
www.lillysonthelake.com  
352-708-6565

**Private Party Contract**

Date of Contract: \_\_\_\_\_

This is a contract for services and agreement to pay for services in accordance with the terms set forth herein, between the restaurant Lilly's on the Lake and:

Group Name: \_\_\_\_\_ ("Customer")

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

city State zip

Phone: Day: \_\_\_\_\_

Cell: \_\_\_\_\_

Evening: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

for the following event:

DATE OF EVENT: \_\_\_\_\_ TYPE OF EVENT: \_\_\_\_\_

Starting Time of the Event: \_\_\_\_\_ Ending Time of the Event \_\_\_\_\_

Estimated Number of Guests: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Reserved Rooms \_\_\_\_\_ Private: Yes No

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## **Terms of the Contract:**

### Menu Selection

In consultation with the Lilly's on the Lake, the Customer shall select food and beverage menu. The menu option list shall be attached to this contract and initialed by the customer and a manager from Lilly's on the Lake. The costs per person for the menu option selected shall be summarized in the Financial Summary herein.

### Room Charges

In consultation with the Lilly's on the Lake, the Customer shall select the rental area to be reserved for the party. A chart showing the room charges and Customer's circled selections shall be attached hereto and initialed by the customer and Lilly's on the Lake. The reservation is \$2 for every expected guest.

### Minimum Food and Beverage Requirements

The Lilly's on the Lake shall inform the Customer (if any) of the minimum amount of food and Beverage dollars the Customer must spend to reserve the room for the Private Event. Room charges are a separate charge and are not calculated into the minimum requirements but are in addition to. Minimums are outlined in the Financial Summary herein.

### Confirmation of Reservation

Confirmation is not made until Lilly's on the Lake receives the room rental or reservation fee.  
Final Payment and Method of Payment

The balance will be due at the close of the event. We accept cash, credit card (Visa, MC, Amex and Discover) and approved checks before the event.

### Cancellation and Deposit Forfeiture Policy

The following cancellation and deposit forfeitures apply:

The room rental fee is non-refundable. Under no circumstances will refunds be issued.

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### Final Guest Count



A FINAL HEAD COUNT of all adults and children must be provided by 1:00 pm SEVEN DAYS prior to your event. This is the number of people you will be charged for in the final bill.

If fewer adults attend your party, you will still be charged the fixed price per adult based on the final head count. If additional adults and children attend, you will be charged the menu option price per adult and charged for menu items ordered for children.

#### Final Menu Selections

A final menu option must be selected in order to give the final pricing per person at the event.

#### Amenities and Additional Services Provided

At the request of the customer, additional items and services may be provided. Cost estimates for the Selections will be included in the Financial Summary.

#### Deliveries

Floral arrangements, musical instruments, and wedding/specialty cakes may be delivered to the Lilly's on the Lake on the day of the event, during regular hours with prior management approval and must be removed at the close of the event. The Lilly's on the Lake will not be responsible for lost or stolen items brought in by Customer, Customer guests, or vendors hired by Customer.

#### Alcoholic Beverages

No alcoholic beverages may be brought onto the property without authorization. In the interest of protecting our patrons, Lilly's on the Lake and its employees have the right to refuse service of alcoholic beverages to any patron or guest whose behavior or appearance is believed to be inebriated.

#### Smoking

No smoking is permitted within 15 feet of the restaurant.

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#### FINANCIAL SUMMARY



Initial Estimates and Deposit Calculation

Menu Price per person \_\_\_\_\_ Number of Estimated Adults \_\_\_\_\_ = \_\_\_\_\_

If Customer has selected appetizers in addition add total cost here or n/a: \_\_\_\_\_

If Customer has selected beverages in addition to or in lieu of the menu options add in total cost estimate here or write n/a: \_\_\_\_\_

ESTIMATED SUBTOTAL: \_\_\_\_\_

Is there a minimum food and beverage requirement? (yes/no)

What is the minimum food and beverage requirement? \_\_\_\_\_

Is Minimum being met? \_\_\_\_\_ (yes/no)

If no, write in the difference between minimum and Subtotal above: \_\_\_\_\_

Add in Room Charge total amount here: \_\_\_\_\_

ESTIMATED SUBTOTAL: \_\_\_\_\_

PLUS TAX (7.5%): \_\_\_\_\_

PLUS GRATUITY(18%): \_\_\_\_\_

ESTIMATED TOTAL BEFORE AMENITIES AND SPECIAL SERVICES CHARGES

\_\_\_\_\_

ROOM FEE REQUIRED \_\_\_\_\_

Check Cash Visa MC Amex.

Name on Credit Card \_\_\_\_\_

Credit Card # \_\_\_\_\_

Exp Date \_\_\_/\_\_\_/\_\_\_

SIGNED \_\_\_\_\_

(Customer)

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SEVEN (7) DAY FINAL GUEST COUNT AND SPECIAL SERVICES

Final Number of Guests \_\_\_\_\_ Adults \_\_\_\_\_ Children \_\_\_\_\_

If Customer has selected beverages in addition to or in lieu of the menu options add in total cost estimate here or write N/A: \_\_\_\_\_

ESTIMATED SUBTOTAL: \_\_\_\_\_

Special Charges

Special Charge 1 (desc. \$ cost est.)  
\_\_\_\_\_

Special Charge 2 (desc. \$ cost est.)  
\_\_\_\_\_

Special Charge 3 (desc. \$ cost est.)  
\_\_\_\_\_

Add in Total Special Charges Estimate here: \_\_\_\_\_

ESTIMATED SUBTOTAL: \_\_\_\_\_

PLUS TAX (7.5%): \_\_\_\_\_

PLUS GRATUITY (18%): \_\_\_\_\_

ESTIMATED TOTAL FINAL BILL \_\_\_\_\_

Additional costs incurred, including children's meals, additional guests and additional special services or increases to estimated costs of additional services shall be added on to the final bill. Decreases in cost of any additional service shall be deducted from final bill. FINAL PAYMENT IS DUE IMMEDIATELY UPON THE CONCLUSION OF YOUR EVENT.

SIGNED \_\_\_\_\_

(Lilly's on the Lake Manager)

SIGNED \_\_\_\_\_

(Customer)

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**PRIVATE PARTY ROOM CHARGES**

(TO BE ATTACHED TO CLIENT CONTRACT)

PRICES BELOW ARE FOR A THREE-HOUR PERIOD

Private parties are booked on the hour only. You may come in one hour before your specified time to decorate. Under no circumstance may you deface, place holes, use supposed damage free hooks or tape on the walls. You may tape approved items on windows.

There will be a 50 dollar extra charge every half hour increment over your allotted time. This is not pro-rated.

Room Charge: \_\_\_\_\_

Max: Guests per room \_\_\_\_\_.

Max: Guest per outside space \_\_\_\_\_.

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**PRIVATE PARTY AMENITIES AND SPECIAL SERVICES CHECKLIST AND PRICING**

All amenities and additional services will be added to the final bill. Where estimates are given below, actual numbers will be the basis for final calculation of cost.

**Floral Arrangements**

Floral Arrangements provided by the Lilly's on the Lake thru its regular florist.

Describe number of arrangements, general color preference and price range:

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Floral arrangements provided by the Lilly's on the Lake are subject to both the florist fee and tax as well as a Lilly's on the Lake surcharge. Arrangements purchased for your event by the Lilly's on the Lake will be selected based on the price and color scheme you request, but because this is not in the course of regular business for the Lilly's on the Lake we cannot ensure an exact type or combination of flowers or style of arrangement. IF you require a very specific arrangement we suggest you contact a florist directly and arrange for delivery.

**Linens**

Linens (\$\_\_\_\_\_ per linen)

Estimate of number of linens required \_\_\_\_\_

**Specialty Item**

Any items above and beyond the normal catering of Lilly's on the Lake.

Describe:

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(TO BE ATTACHED TO CLIENT CONTRACT)

Summary of Menu Selections and Room Charges

Date \_\_\_/\_\_\_/\_\_\_ Group Name \_\_\_\_\_

Day \_\_\_\_\_ Contact person \_\_\_\_\_

Time: From \_\_\_\_\_ to \_\_\_\_\_ Contact phone \_\_\_\_\_

Number of People \_\_\_\_\_

7 Day Guaranteed # \_\_\_\_\_

Menu:

Apps. : \_\_\_\_\_

Time of App. Service \_\_\_\_\_

Entrees: A B C D Other \_\_\_\_\_

Time Of Entree Service \_\_\_\_\_

Dessert: \_\_\_\_\_

Is Dessert included for quoted price (Y/ N)

Bar option: Open Limited House wines Cash bar

Other \_\_\_\_\_

Offer Coffee, tea or soda and add to bill (Y/ N) Included?

Room: \_\_\_\_\_

Minimum Food and Beverage Requirement \$ \_\_\_\_\_

Price per Person \$ \_\_\_\_\_

Total Room Charge \$ \_\_\_\_\_