

## **EVENT INFORMATION**

### **The Isles Restaurant**

This agreement is entered into and agreed upon between the \_\_\_\_\_ group and *The Isles Restaurant* according to the terms and conditions as outlined below. *The Isles Restaurant* agrees to hold the banquet facility for the date(s) of \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

*(Any 4 hour period between the hours of 11:30am-11:30pm, unless otherwise specified by management in writing)*

**\*All events must end by 11:30pm\***

## **Function Room Requirements / Facility Rental**

### **Banquet Room / Facility Buyout**

*(Please circle one)*

If the event is selected as a **buyout** of the facility, a minimum amount will be charged for the restaurant to be closed. If this event is a buyout, your minimum price is

\$ \_\_\_\_\_

With buyouts, 10% of the minimum is required to hold the date, and shall be treated as a non-refundable deposit. The minimum amount due goes towards any food or beverage ordered, **and does not include tax or gratuity.**

With all functions, the possibility of exceeding that minimum does exist. Please make any arrangements you wish with the manager if you have hesitations of this happening. (Cap on the bar or limitations of food, ect.)

If this is a **Room Rental**, then there will be a one time room rental fee of

\$ \_\_\_\_\_ 1,000.00

**\*\*\* Which is held in the form of a non-refundable deposit. \*\*\***

*The Isles Restaurant* is currently holding event space for the \_\_\_\_\_ group, this is considered to be a firm financial commitment by \_\_\_\_\_, and any increase or decrease to the schedule of events as listed may result in additional charges by *The Isles Restaurant*.

## Changes in Time

Buyouts are for a selected period, lunch or dinner. Lunch begins at 11:00am and runs to 3:00pm, dinner may run from 5:00pm to 11:00pm. Unless otherwise stated below.

Room rentals are for a 4 hour period of the day and not limited to lunch or dinner time frames.

(An increase in time may result in an increase in minimum)

**\*All events must end by 11:30.**

Alternate Times: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_

## Food & Beverage Requirements

**All Food & Beverage must be supplied and purchased through  
The Isles Restaurant.**

Legal Drinking age in North Carolina is **21** years of age.

To ensure professional planning for your event, all menu selections, beverage choices, and all pertinent details must be finalized  
**30 days** prior to your scheduled event.

A number of guests in attendance are required **1 week** prior to the scheduled event with the ability to alter the number up to **72 hours before event.**

If the number is less by more than 5 guests the day of the event  
you will be charged the original amount.

If it is over you will be charged for the additional guests.

(This does not affect a buyout)

*\*\*\*All prices outlined are subject to a 20 % service charge and 6.75% state tax  
in effect on the date of the function.\*\*\**

## Payment / Billing Information

This agreement secures the banquet room or facility as well as any other areas designated with the event for a maximum of four hours, unless otherwise specified.

A **non-refundable** deposit in the amount of \$1000.00 or 10% of the minimum buyout amount must be paid upon signing to guarantee the terms outlined in this agreement. This is not a reservation until then.

Payment of the food portion **must be made two weeks prior to the event.**

In some cases there will be a set bar bill, which **also must be paid two weeks prior.** This payment will be accepted in form of cash, personal/business check, credit card, or money order.

Any additional charges incurred the day of the event are due **upon departure.**

**We DO NOT accept personal checks for payment the day of function.**

Guests of the \_\_\_\_\_ group will be held liable for any damage to the property of *The Isles Restaurant and Beach Club*. The Isles reserves the right to refuse service to anyone in attendance at anytime.

I understand that it is The Isles Restaurant policy to refuse under any circumstance.

**I have read and understand everything stated above and have asked any questions that I have, signing below admits understanding and compliance with all questions answered.**



Guest \_\_\_\_\_

Date \_\_\_\_\_

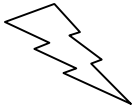
Manager \_\_\_\_\_

Date \_\_\_\_\_

I understand that any member of my party may be asked to leave at anytime due to excessive inebriation, socially unacceptable language, or mischievous actions brought to light by the Management of The Isles Restaurant. A warning will be issued first, but if the situation remains or intensifies, service of the individual on any level will cease and they will be escorted off property by management or Ocean Isle Beach Police department.

I also understand that for any of the above stated reasons my entire party can be terminated before the end of my four hour period, buyout, or extend time frame. The Isles Restaurant is not responsible for me breaking any noise restrictions that exist on Ocean Isle Beach. If a complaint is called in I must meet the order of the officers responding. No monies will be refunded and the entire amount will be paid in full.

**I have read and understand everything stated above and have asked any questions that I have, signing below admits understanding and compliance with all questions answered.**



Guest \_\_\_\_\_

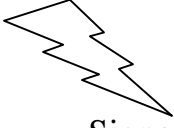
Date \_\_\_\_\_

Manager \_\_\_\_\_

Date \_\_\_\_\_

To confirm these arrangements please sign and date and forward it along with your deposit. Your event will be confirmed upon receipt of your signed contract and deposit.

Thank you for your interest in *The Isles Restaurant*, we **appreciate** your business and look forward to serving you and your guests on this special occasion!



Signature: \_\_\_\_\_

Manager: \_\_\_\_\_

Date: \_\_\_\_\_