

Tabard Inn

1739 N Street NW, Washington, District of Columbia 20036 P: 202-463-7909 F: 202-785-6173

SPECIAL EVENTS AGREEMENT

To reserve a Special Event, you (the “Reserving Party”) must sign and provide any information requested by this Special Events Agreement (the “Agreement”), and send the completed and signed Agreement to the Tabard Inn’s Special Events Office via fax (202-785-6173) or email (specialevents@tabardinn.com). An email confirmation will be sent to the email address specified in your fax or email once the required deposit is received and the reservation is processed in the Tabard Inn’s internal reservation system. No reservation is processed until all pages of the Agreement are received by the Tabard Special Events Office. Include a copy of your DC sales tax exemption certificate, if any, with your fax or email.

I, _____(the Reserving Party), hereby agree to the following terms and conditions, and I authorize Tabard Inn to use the credit card listed below to charge any deposit, as well as other charges associated with this event. I hereby affirm that I am authorized to reserve a Special Event on behalf of _____ (organization or host name, if any. If no organization or host, enter “N/A”).* I understand that the minimum deposit to reserve an event is 50% of the Food and Beverage Minimum. The Food and Beverage Minimum (comprised only of the food and beverage costs, and excluding taxes, gratuity, service charges and other charges) for events are (place an “X” on the line next to the applicable selection):

Food and Beverage Minimums

- **Room 26:**
 - ___\$1,200.00 for all Breakfast, Brunch and Lunch events
 - ___\$1,600.00 for dinner events on Sundays through and including Thursdays
 - ___\$2,200.00 for dinner events on Fridays and Saturdays

- **Room 24:**
 - ___\$1,600.00 for all lunch events including Brunch
 - ___\$2,000.00 for dinner events on Sundays through and including Thursdays
 - ___\$2,800.00 for dinner events on Fridays and Saturdays

- **The Patio:**
 - ___\$2,000.00 rental Fee for ONLY Wedding Ceremonies between 4pm and 5pm Saturdays and Sundays

The Garden Patio is open for Breakfast, Brunch and Dinner for regular dining. Please contact Special Events Department for Wedding Ceremonies Inquiries.

Confirmation

- Menu prices are subject to change by the Tabard Inn up to ten (10) calendar days prior to the Special Event.
- If the total food and beverage costs accrued at the end of the Special Event, excluding taxes, gratuity, and other charges, do not meet the Food and Beverage Minimum at the end of the Special Event, the entire Food and Beverage Minimum, along with associated gratuity, taxes and other fees, will be charged to the credit card provided in this Agreement by the Tabard Inn.
- Tabard Inn shall provide catering and related services for this Special Event as outlined specifically in this Agreement.
- This Agreement constitutes the entire agreement related to the Special Event. At an agreed upon date after the Reserving Party has submitted the Agreement to the Tabard Inn, however, the Tabard Inn will send the Reserving Party, one (1) additional document requiring the Reserving Party’s signature governing costs and selections, as applicable, of food, beverage, service and taxes. That additional document is entitled “Summary of Charges.” That document, once signed by the Reserving Party, shall be incorporated herein and shall become subject to and a part of this Agreement.

Cancellation

- If the Reserving Party cancels the Special Event thirty (30) or more calendar days prior to the event’s date, the full amount of the deposit paid will be refunded.
- If the Reserving Party cancels the Special Event fifteen (15) or more calendar days but fewer than thirty (30) calendar days prior to the event’s date, Tabard Inn will refund 50% of the deposit amount paid.
- If the Reserving Party cancels the Special Event between eight (8) and fourteen (14) days before the event’s date, Tabard Inn will retain the entire deposit charged to the credit card provided in this Agreement.
- If the Reserving Party cancels the Special Event seven (7) or fewer calendar days prior to the event’s date, Tabard Inn shall charge the full amount of the selected Food and Beverage Minimum to the credit card provided in this Agreement.
- By signing this Agreement, the Reserving Party agrees that Tabard Inn may charge the credit card provided in this Agreement for all amounts due pursuant to this Agreement.

* If the Special Event is reserved on behalf of an organization or host, the organization or host shall be bound by the terms of this Agreement and shall be liable for any payment due under this Agreement.

Guaranteed Guest Attendance

- Guaranteed Guest Attendance is the actual number of guests attending your Special Event. The Reserving Party must provide this figure to the Tabard Inn, via telephone or email, at least fourteen (14) calendar days prior to the Special Event.
- If the final Guaranteed Guest Attendance is not received at least fourteen (14) calendar days prior to the Special Event, the final bill for the Special Event will be calculated based on the highest estimated number of guests provided in the “General Information” section below.
- After the final Guaranteed Guest Attendance is entered into our Special Event Reservations records - whether by the requirement of notice fourteen (14) calendar days prior to the Special Event or by default - any increase in the guest count, if communicated to us by the Reserving Party fewer than seventy-two (72) hours in advance of the Special Event, will incur a 15% surcharge on the per person price as to each additional guest, which will be charged to the credit card provided in this Agreement.
- If the actual attendance at the Special Event exceeds the guaranteed number of guests, additional charges for additional food, beverage, service and tax will be assessed and will be reflected on the final bill and charged to the credit card provided in this Agreement.
- With regard to events at which there are fifteen (15) or more estimated guests noted in this Agreement, if there is no menu pre-selected by a date to be agreed upon in writing by the Tabard Inn and the Reserving Party, a chef-selected menu will be provided and charged to the credit card provided in this Agreement.
- If the actual attendance at the Special Event is fewer than the Guaranteed Guest Attendance in this Agreement, the credit card provided in this Agreement will be charged based on the Guaranteed Guest Attendance.
- Unless otherwise agreed to in writing, payment of the Special Event’s unpaid balance will be charged to the credit card provided in this Agreement immediately following the end of the event subject to a 20% service charge and applicable sales taxes, as well as other applicable charges referenced in this Agreement.

Reserving Party’s Initials: _____

General Information

- Event staff reserves the right to check identification, as well as refuse service to any person who is suspected of being intoxicated or underage.

Name of Event (For Date of Event Signage)_____

Date of Event _____ Time of Event (Start and End Times) _____

Estimated Number of Guests (Provide Range) _____ Requested Food Service Start Time _____

The Reserving Party _____ Address _____

Phone _____ Email _____

Organization Name, if any _____ Host (If Different from Reserving Party)_____

D.C. Tax Exempt? (Submit Certificate) Y ___ N ___

Event Type(s) (Circle) Wedding Ceremony Wedding Reception Seated Luncheon Other (please specify)

 Wedding Shower Seated Dinner Cocktail Reception Tea Party Brunch

| Location(s) (Circle) Patio Room 24 Room 26

The patio may also be reserved for wedding ceremonies any day of the week, from 4:00 pm to 5:00 pm. In addition, other rooms may be available for Special Events, to include Rooms 52, the Brown Parlor Room and the Main Dining Room, but only on a case-by-case basis. Please inquire with the Special Events Office if you would like to discuss the possibility of reserving another room at the Tabard Inn.

Card Preference: VISA/MASTERCARD/AMEX/DISCOVER (Circle One)

Name on Card:_____ Phone ()_____

Credit Card Number_____ Security Code: _____

Card Holder’s Billing Address_____

Card Expiration Date_____ Amount Charged \$_____

Card Holder’s Phone_____ Card Holder’s Email Address_____

Time Limits: Breakfast, lunch and brunch events are for up to three (3) hours and must end by 3:00 pm, unless otherwise agreed

to in writing. The Special Event must end, and any rooms must be vacated at the agreed upon end time. Failure to end the Special Event and vacate room(s) will result in a \$150 per hour (minimum one (1) hour) charge for each hour that exceeds the agreed upon end time. The earliest an event may begin is 9:00 am. All events must end, with rooms vacated, by 11:00 pm.

Room Setup: A \$150 setup fee is charged for “dual setups” wherein more than room is to be set up or the same room requires a second set-up for a different or later purpose. Guests are not permitted to move any furniture or fixtures into the rooms, sprinkle rice or use sparklers. At the discretion of the General Manager of the Tabard Inn, any damage to the event room will be charged to the credit card provided in this Agreement. The Reserving Party shall be responsible for removing any personal items brought to use during the Special Event. Any remaining personal items will be donated, or otherwise disposed of by the Tabard Inn, after five (5) calendar days. Guests will be required to travel up and down stairs to the rooms, as the Tabard is located in an historic building. Each event room has an attached bathroom available for guest use.

Event Details: For plated meals, the Tabard Inn provides and sets menu cards, place cards, and votive candles at no additional charge. If you require additional setup services, there will be a service charge of \$50 per hour (minimum one (1) hour) charged to your final bill. These services include (but are not limited to) arranging flowers/centerpieces, assembling guest favors, and arranging place cards for assigned seating. Tabard Inn provides standard table linens and chair covers. Special requests for upgraded linens and/or chair covers can be accommodated and may be obtained from a rental company. Charges for any requested upgrades will be added to the final invoice and charged to the credit card provided in this Agreement.

Food Orders: A pre-selected menu is required for plated meals of fifteen (15) persons or more. A final pre-selected food menu with the selections for each course and the number of selections chosen for each course for plated meals is required no later than fourteen (14) calendar days prior to the Special Event. À la Carte Food orders for Special Events with fewer than fifteen (15) guests expected are required no later than fourteen (14) calendar days prior to the Special Event with the selections for each course for plated meal events - with the number of selections chosen for each course. Guests at Special Events where fifteen (15) or more guests are expected may not choose entrees the day of the Special Event. If there has been no menu pre-selected at least fourteen (14) calendar days prior to the Special Event, a chef-selected menu will be provided. Menu prices are subject to change, at the discretion of the Tabard Inn, up to seven (7) calendar days prior to the event. The Tabard Inn shall notify the Reserving Party of any change in the menu prices.

Beverages: All beverages are tallied as consumed and charged to the Reserving Party’s final bill. A tended bar with sodas, juices, and mineral water is set up at every event. Wine, beer and liquor can be stocked at no additional setup fee, and all will be charged to the credit card provided in this Agreement. This tally will include open bottles of wine, which guests may take home with them. Beverage pricing is based on the restaurant’s current prices. Any beverage estimates provided by the Tabard are subject to and will likely change based on the actual beverages consumed during the function, including open bottles of wine. Tabard Inn does not allow any outside beverages to be opened and/or served at events. A cash bar is permitted.

Final Payment: An addendum to this Agreement titled “Summary of Charges,” listing the estimated food, beverage, and service costs, will be provided by Tabard Inn upon its receipt of the customer’s selected menu items and Guaranteed Guest Attendance figure. The Reserving Party will receive the Summary of Charges approximately one to two weeks before the event. Unless otherwise agreed to in writing, immediately following the end of the Special Event, a final invoice will be presented to the Reserving Party and final balances will be charged to the credit card provided in this Agreement immediately after the final invoice has been presented, subject to a 20% service charge and applicable sales taxes, as well as any additional applicable service charges discussed in this Agreement.

Miscellaneous: In the unlikely event that a Special Event attendee damages Tabard Inn property, the Reserving Party understands that the Reserving Party may be held responsible for the costs of repairing or replacing damaged property. The person(s) signing this Agreement warrant(s) that they are authorized to bind the party for which they are signing. Any provision of this Agreement that is deemed unenforceable shall be ineffective to the extent of such unenforceability without invalidating or rendering the remainder of this Agreement invalid. The Tabard Inn’s liability to you, if any, associated with the Special Event(s) described herein is limited to the actual cost of the Special Event(s). Any disputes associated with the Special Event(s) discussed herein shall be interpreted pursuant to D.C. law, and the prevailing party in litigation to any such dispute shall be entitled to his/her/its reasonable attorneys’ fees and costs. The parties to this Agreement may not assign it or any parts thereof without the prior written consent of the other party.

I hereby agree to the terms and conditions of this Agreement, and I authorize Tabard Inn to apply all charges to the credit card listed in this Agreement.

Reserving Party Signature

Date

(Organization or Host name, if different from Reserving Party)