

"A FAIRY TALE WE'RE NOT!"

*Bilbo Baggins*

*Thank you for your interest in hosting your event at Bilbo Baggins Restaurant. Whether you are hosting a small rehearsal dinner, wedding reception or large corporate function, Bilbo Baggins Restaurant will gladly accommodate your every need. Being family owned, we have a wealth of experience and are known for our friendly "hobbit-like" service .*

*To facilitate your planning, Bilbo Baggins Restaurant would like to take this opportunity to highlight and draw your attention to a few of our **key policies and private-party requirements**.*

*Bilbo Baggins Restaurant may impose a **minimum food and beverage charge or room fee**, according to number of guests and the event date and time set. Minimum food and beverage charges and room fees do not include tax or gratuity. Dining rooms are assigned according to the number of guests anticipated and Bilbo Baggins Restaurant reserves the right to change groups to a more suitably sized banquet room, subject to availability.*

*Having agreed upon the date/time/ number of guests/ and menu for your event we require you to sign this contract and provide a valid credit card to reserve your event. Our Events Manager will then happily assist you in **planning any additional aspects of your special event**, according to your individual food and beverage requirements.*

*A **final confirmation and guaranteed number of guests** is required **7 days** before the event. This guaranteed number of guests is **not subject to reduction**.*

*Again, we thank you for your consideration of Bilbo Baggins Restaurant as the venue for your signature event and hope to make it as memorable as possible.*

Initial: \_\_\_\_\_

*Signature Event Policies.*

**Bilbo Baggins Wine Cafe & Restaurant**

**208 Queen Street**

**Old Town Alexandria, Virginia 22314**

**(703) 683-0300**

***Guarantee***

A final confirmation and guaranteed number of guests is required by 7 days prior to the function (Friday for Tuesday and Wednesday events). This number will be considered a guarantee, not subject to reduction, and charges will be made based on this count. Additional guests exceeding the final guest count will be added to bill accordingly. If this number is not received, your contract estimate will be considered the guarantee.

***Service Charge & Sales Tax***

A 20% service charge, 6% Virginia sales tax and 4% Alexandria Meals Tax will be added to all food and beverage charges. Tax exempt organizations must provide a State Tax Exemption Certificate.

***Payment Policy***

Any balance is due at the conclusion of the function (including any personal tabs unpaid by one of your guests.) If payment is not made or your group cancels, any attorney fees Bilbo Baggins incurs and prepayments due shall be paid by the group and/or contact on the Event Contract. Please see Events Contract.

***Cancellations***

If your group cancels a week or less prior to your event, a cancellation fee of \$500.00 and any prepayments are forfeited. Please see payment policy above.

***Room Minimums***

Bilbo Baggins Restaurant does not require a room charge. Instead we will establish with each function a minimum for food and beverage that must be spent. These amounts differ by day and evening, as well as by weekday and weekend. If the minimums are not met, then a room rental charge for the difference will be added to the final bill. Please see Food and Beverage Minimum and Events Contract.

***Room Assignment***

Dining rooms are assigned by the number of guests anticipated. If attendance drops or increases or any other unforeseen event, Bilbo Baggins Restaurant reserves the right to change groups to a more suitable room size based upon availability.

***Time Frames***

Daily time frames for reserving function space are: 11am - 4pm for afternoon events and 6pm - 11pm for evening events. Special arrangements can be made if needed. If your party goes over the allotted time frame there is a room fee of \$250.00 per hour.

***Miscellaneous Charges***

Bilbo Baggins Restaurant asks that guests get management approval before bringing in any outside food (outside beverages are prohibited.) If a cake is brought in a \$3.00 per person cake cutting fee will apply.

***Additional Bilbo Baggins Policies***

Bilbo Baggins Restaurant reserves the right to refuse alcoholic beverages to any individual for any reason. Bilbo Baggins Restaurant does not permit excessive alcohol consumption. In accordance with Virginia State Law no one under the age of 21 is permitted to consume alcoholic beverages. Anyone in your party helping a person under the age of 21 years of age receive an alcoholic beverage will be asked to leave. Bilbo Baggins Restaurant does not permit its bartenders to serve "shot" type drinks at banquet functions. Any source of music will be kept at a certain minimum out of respect for other restaurant guests.

Initial: \_\_\_\_\_

## Bilbo Baggins Wine Cafe & Restaurant

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Old Town Alexandria, Virginia 22314  
(703) 683-0300

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**Events Contract**

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

Number of Guests: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Food and Beverage Minimum: \_\_\_\_\_

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

I, the undersigned, hereby agree to all of Bilbo Baggins Restaurant's Signature Event policies and requirements stated in the above initialed documents. I understand I may pay with cash or a different credit card upon the conclusion of my event.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Expiration date \_\_\_\_\_

**Menu Specifics:**

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208 Queen Street

Old Town Alexandria, Virginia 22314

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