



Steak & Bourbon

Private Dining & Catering Contract

1321 Herr Lane, Suite 130 Louisville, Kentucky 40222

(502) 708-2196

info@steak-bourbon.com

PRIVATE DINING CONTRACT

1. **CONTRACT:** A completed and signed Private Dining Contract and Credit Card Authorization Form is required to guarantee the room.
2. **CANCELLATIONS:** Any event cancelled within 1 weeks (7 days) of the scheduled party date will result in a charge of 50% of the minimum required. i.e. \$1,000 minimum, \$500 charge. Any event cancelled within three days (3 days) of the party's scheduled date result in a charge of the full minimum required.
3. **MENU SELECTION:** Steak & Bourbon must have your selected menu seven (7) days prior to the function date. Steak & Bourbon reserves the right to substitute an entrée of equal or greater value at the client's expense if the guest number increases. Steak & Bourbon will charge for the guaranteed number of guests, or the total number served, whichever is greater. Our private dining menu offers pre-set dining options from which you can choose the designated number of items from each course.
4. **GUEST GUARANTEE:** For all functions, Steak & Bourbon must have a guest number confirmation five (5) days prior to function date. Steak & Bourbon will consider this number the guarantee, and it will not be subject to reduction. If no guaranteed number is received within five days (5 days) prior to function date, Steak & Bourbon will consider the original expected guest number on page nine (9) of this contract as the final guest count and will be charged accordingly.
5. **PRICING:** The prices quoted herein for any function which takes place within ninety days after the date of execution of this contract are firm. The prices for any function taking place more than ninety (90) days after the date of execution of this contract are subject to change without notice; however Steak & Bourbon guarantees that food and beverage price increase that impact already signed contracts will not exceed 10%. Our Private Dining Client must confirm menu prices with our General Manager one week in advance of their planned event.
6. **FOOD AND BEVERAGE:** All Food and Beverages must be purchased and prepared

through Steak & Bourbon. The only exception is wedding or birthday cakes. No other food items are allowed on property. All beverage must be consumed on the premises. Absolutely NO ALCOHOLIC BEVERAGES may be brought onto the premises, as this is a VIOLATION OF THE KENTUCKY ALCOHOL AND TOBACCO COMMISSION.

7. FINAL PAYMENT: If Steak & Bourbon deems it necessary, a deposit may be required one week in advance of the event date if special circumstances are required. If the deposit is required, the Private Dining Client will agree to pay one-half (50%) of the current menu price as quoted by the General Manager one week in advance of the event date. Final payment for the function must be made at the completion of the function, which will include gratuity, tax, and other fees as deemed necessary to complete the event. Payment can be made by cash, certified check, debit or credit card. We accept all major credit cards.
8. HOURS: All dinner events may be scheduled on Monday through Saturday and may use the Private Dining Room from 5 p.m. until 10:00 p.m. All dinner events on Sunday may use the Private Dining Room from 12:00 p.m. until 9:00 p.m. Or unless otherwise agreed upon within this contract.
9. TAX AND GRATUITY: A 20% service fee and 6% sales tax are added to all Private Dining functions at the completion of the event and are not included in the initial quote.
10. ENTERTAINMENT: No loud entertainment of any kind will be permitted on the premises of Steak & Bourbon by the Client or his/her guests or invitees without prior written consent of Steak & Bourbon management. DJs and loud bands are not permitted.
11. QUALITY STANDARDS: Steak & Bourbon reserves the right to enforce its quality standards, concerning dress and decorum, at all functions. Steak & Bourbon reserves the right to refuse serving any person who in the judgment of Steak & Bourbon management is under the influence of alcohol or any controlled substances, or to request that such a person leave the premises. Steak & Bourbon reserves the right to ask for proper identification prior to serving any alcoholic beverages to any person requesting such service. Steak & Bourbon reserves the right to close the bar before the designated ending time should we deem it necessary.
12. DECORATIONS: Decorations must be approved by Steak & Bourbon management prior to the event. All display exhibits and decorations must conform to local fire and

safety codes. The Client is responsible for taking down all approved decorations before leaving the premises on the date of the event. Confetti is not permitted. If confetti is brought in, an additional \$150 clean up fee will be charged. If ice sculptures are brought in by the party, they are responsible for set-up, removal, and cleaning of the ice sculpture and water associated with the ice sculpture at the end of the event, or a \$150 charge will be assessed.

13. Steak & Bourbon is not responsible for damages to or the theft of parked automobiles or contents thereof during the scheduled event.
14. Steak & Bourbon is not responsible for any lost or stolen items.
15. The Client agrees to ensure that the event will conform to local and national law, and no person, party, or entity in attendance will conduct illegal activities.
16. Steak & Bourbon shall not be liable for non-performance of this contract when such non-performance is attributable to labor troubles, disputes or strikes, accidents, government (Federal, State and Municipal) regulations of, or restrictions upon travel or transportation, non-availability of food, beverage or supplies, riots, national emergencies, acts of God, and other causes whether enumerated herein or not, which are beyond the reasonable control of Steak & Bourbon preventing or interfering with the restaurants performance of its obligations under this contract.

Our Private Dining Options

Cocktail / Hors D Oeuvres Party

All of the following are individual cocktail food options and priced individually. Each item will have a minimum required to purchase for parties.

Steak & Cheese Handpies - ribeye steak and Monterrey jack cheese, puff pastry, chimichurri, roasted red pepper sour cream. Minimum of 15. \$4.50

Crabmeat Deviled Eggs - traditional deviled eggs, lump crab, hand-cut bacon. Minimum of 15. \$3.75

Spinach & Artichoke Dip – served with warm tortilla chips. Minimum of 15. \$3.50

Cocktail Shrimp – served with house cocktail house, lemon. Minimum of 15. \$4.25

Mini Crab Cakes – Maryland style crab cakes, served with crab meat aioli. Minimum of 15. \$5.00

Tuna Poke – Yellowfin Tuna, guacamole, orange glze, sesame seeds, on wonton chips. Minimum of 15. \$5.75

Caprese Skewers – Grape tomato, Basil, Fresh Mozzarella, Balsamic Reduction. Minimum of 15. \$3.50

Spinach & Artichoke Canape – fresh baked baguette topped with spinach and artichoke in a creamy mornay sauce. Minimum of 15. \$3.75

Seared Tenderloin Skewers – served with chimichurri and horseradish crème. Minimum of 20. \$7.00

Shrimp Scampi Canape – seared shrimp, lemon butter sauce. Minimum of 20. \$5.75

Carrot Cake or Chocolate Cake Squares – minimum of 30 \$5.25

Beer | Wine | Cocktails

Domestic Beer – *Bud Light, Miller Light* \$4

Premium Beer – *Stella, Michelob Ultra* \$5

House Red Wine - \$9

House White Wine - \$9

Cocktails List Provided On Tables

\$70 Per Person Tier

Salad Option: *(Choose One)*

S & B Salad – artisan lettuce mix, bacon, cucumber, tomato, cheddar cheese, croutons, steakhouse ranch

Caesar Salad – chopped romaine, parmesan cheese, croutons, house Caesar dressing

Appetizer Options – *Served Family Style* (choice of two)

Steak & Cheese Handpies – ribeye steak and Monterrey jack cheese, puff pastry, chimichurri, roasted red pepper sour cream

Spinach & Artichoke Dip – served with warm tortilla chips

Crab meat Deviled Eggs – traditional deviled eggs, lump crab, hand-cut bacon

Mini Crab Cakes – Maryland style, served with crab meat aioli

Cocktail Shrimp – served with house cocktail sauce

Entrée Options: (Choice of three)

12oz. NY Strip – chefs signature cut, Certified Angus Beef, Dry Aged

7 oz. Beef Filet – Certified Angus Beef, Dry Aged Filet Mignon

½ Pan Roasted Chicken – deboned, served with au jus

Verlasso Salmon – seared premium Salmon filet, with lemon butter sauce

14 oz. Ribeye – Certified Angus Beef, Dry Aged

Vegetarian Quinoa Vegetable Medley

Side Items - *(Choose two)*

Broccoli – steamed broccoli, shaved parmesan, lemon vinaigrette

Mac & Cheese – Cavatappi pasta, three cheese blend sauce

Mashed Potatoes – chefs creamy mashed potatoes

Steak Fries – large, hand-cut potatoes, triple cooked in beef tallow

Asparagus – sautéed asparagus, herb butter

Au Gratin Potatoes – thinly sliced potatoes, raclette mornay sauce

Dessert Option: (choice of one)

Chocolate Cake

Carrot Cake

\$80 Per Person Tier

Salad Option: *(Choose One)*

S & B Salad – artisan lettuce mix, bacon, cucumber, tomato, cheddar cheese, croutons, steakhouse ranch

Caesar Salad – chopped romaine, parmesan cheese, croutons, house Caesar dressing

Appetizer Options – *Served Family Style* (choice of three)

Steak & Cheese Handpies – ribeye steak and Monterrey jack cheese, puff pastry, chimichurri, roasted red pepper sour cream

Spinach & Artichoke Dip – served with warm tortilla chips

Crab meat Deviled Eggs – traditional deviled eggs, lump crab, hand-cut bacon

Mini Crab Cakes – Maryland style, served with crab meat aioli

Cocktail Shrimp – served with house cocktail sauce

Entrée Options: *(Choice of three)*

16oz. NY Strip – chefs signature cut, Certified Angus Beef, Dry Aged

10 oz. Beef Filet – Certified Angus Beef, Dry Aged Filet Mignon

½ Pan Roasted Chicken – deboned, served with au jus

Verlasso Salmon – seared premium Salmon filet, with lemon butter sauce

14 oz. Ribeye – Certified Angus Beef, Dry Aged

Vegetarian Quinoa Vegetable Medley

Side Items - *(Choose two)*

Broccoli – steamed broccoli, shaved parmesan, lemon vinaigrette

Mac & Cheese – Cavatappi pasta, three cheese blend sauce

Mashed Potatoes – chefs creamy mashed potatoes

Steak Fries – large, hand-cut potatoes, triple cooked in beef tallow

Asparagus – sautéed asparagus, herb butter

Au Gratin Potatoes – thinly sliced potatoes, raclette mornay sauce

Dessert Option: *(Choice of one)*

Chocolate Cake

Carrot Cake

Private Dining Contract

Today's Date: _____

Event Date: _____

Client Name: _____

Arrival Time: _____

Phone #: _____

Guest Count Estimate: _____

Email Address: _____

Type of Event: _____

Contact Name: _____

Menu Tier Selection: _____

(if different than client)

Contact #: _____

A/V Equipment: _____

Menu Options

Salad:

Appetizers:

Entrees:

Dessert:

Special Requests:

Notes:

This contract is made in the State of Kentucky and shall be construed and enforced in accordance with the laws of such State. This Private Dining Contract constitutes the entire agreement between parties and may not be modified or amended except by an instrument in writing signed by both the Client and a representative of Steak & Bourbon. "The undersigned acknowledges that he/she has read and understands the Private Dining Contract including this page and; the preceding pages by signing and dating below the undersigned accepts this contract and agrees to comply with all herein.

Printed Name of Client

Date

Signature of Client

Date

Printed Name of Steak & Bourbon Rep

Date

Signature of Steak & Bourbon Rep

Date

Credit Card Authorization Form

Card Type:

Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	AMEX <input type="checkbox"/>	Discover <input type="checkbox"/>	Other: _____
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Cardholder Name (as shown on card): _____

Card Number: _____

Expiration Date (mm/yy): _____ CVC
Code: _____

Cardholder Zip Code (Billing Zip Code): _____

I, _____, authorize Steak & Bourbon, to charge my credit card above for the agreed upon purchase and/or deposit required. I understand that my information will be saved to file for future transaction to my account, or to finalize the required purchase.

Customer Signature: _____

Date: _____