

Crescent Moon's Private Party Policies and Agreement for Max & Joe's Belgian Tavern

All Party Room reservations requests for food or beverage including selections from our Catering Menu or Keg requests require 48 hours (7 days for the Smokehouse BBQ Buffet) notice before your event. Any cancellations made less than two weeks before the reserved date will result in the forfeit of your deposit unless the date can be booked for another event.

Rental Requirements

1. The Crescent Moon requires a \$100 deposit to reserve Max & Joe's Belgian Tavern for a Private Party and a \$500 damage/theft deposit held in the form of a credit card number. This shall be received at the time of the booking. No date will be reserved until deposits and a signed contract have been received.
2. A \$10 per hour Room Fee Charge is required for all parties.
3. If required minimum sales are reached, deposit is returned. Minimums are as follows: Mon-Sat. 11 a.m.-5 p.m. \$300, Mon-Wed evening (5p.m. or after) \$400, Thurs evening (5pm or after) \$600, and Fri-Sat evening (5p.m or after) \$800. All food and beverage purchases (including sales tax) go toward minimum. **Room Fees and Gratuity DO NOT go towards your minimum requirement. Deposit will be forfeited if minimum is not reached.**
4. Security is available for \$10 per hour. We reserve the right to require security for certain events.

Food and Beverage Service

1. In accordance with the State Health Department and State Beverage Commission regulations do not permit us to allow food or beverage (alcoholic or otherwise) to be brought in from an outside source by the patron or attendees and must be provided by The Crescent Moon. **Commercially baked cakes/desserts are permitted to be brought in.**
2. A wait person/food runner is available upon request for an additional \$7.50 per hour. A food runner may be required if ordering off of the menu as opposed to ordering from the catering menu.
3. A 17% gratuity will automatically be applied to parties ordering food from the menu.
4. A 17% gratuity will be automatically added to all food and beverage purchases. This includes individual tabs.

Security and Damage

1. A \$500 Damage/Theft Deposit is required in the form of a credit card number. The customer is responsible and shall reimburse The Crescent Moon for any damage, loss or liability incurred by the property by any of the customer's guests or any persons or organizations contracted by the customer to provide any service or goods before, during, or following the event.

Entertainment

1. Musicians, D.J.'s, etc. will be booked by the person in charge of the event and will be their sole responsibility. We do, however, reserve the right to control volume and content. The use of any special effects or equipment must be approved by The Crescent Moon.

Decorations

1. To avoid damage to walls and doors, all decorations must be pre-approved by The Crescent Moon. **No scotch tape is to be used when decorating and decorations shall not be tacked to walls or doors unless surface safe "painter's tape" is used. No confetti, glitter, or crepe paper is allowed.** All decorations must be removed at the end of the event or a \$25 clean-up fee will be charged to your credit card.

Billing

1. The Crescent Moon requires that all events are paid for at the completion of the event (unless prior arrangements for payment have been made).

Responsible Party:

Date & Time of Event:

I understand and agree to abide by the policies and requirements set forth within this document.

Responsible Party Signature

Date