



Chutney Manor Event Contract



RIYA Chutney Manor, LLC
www.riyagroup.com/cm

3793 US Highway 1 South,
Monmouth Junction - 08852, New Jersey

Date :	
Client :	
Contact Person :	
Address :	
City, State, Zip :	
Home Phone /	
Work Phone :	
Cell Phone/Fax :	
Lunch/Dinner/Wholeday :	
Hours of Use :	
Banquet Room Reserved :	
Estimated Guest Count :	
Min Guaranteed Guest Count :	

Event Date :	___/___/___
Event Day :	
Event Package Fees :	\$ _____
Deposit Date :	___/___/___
Non-Refundable Dep.Amt. :	\$ _____
2nd Deposit Date :	___/___/___
2nd Deposit Amt : (30 days prior to event)	\$ _____
Final Payment Date :	___/___/___
Final Estimated Balance Due : (10 days prior to event)	\$ _____
Final Guest Count Due : (7 days prior to event)	___/___/___
Events booked within 30 days of the event date require a 50% deposit at the time of booking, with the balance due 7 days prior to the event.	

Optional Services.

3 Hour Full Service Bar / Soda Bar - Juice.

Bartender:	\$	Maitre D':	\$	Raja-Rani Chair:	\$	Ghada Sets:	\$
Flowers:	\$	Linen:	\$	Valet Parking:	\$	Chair Cover:	\$
Ice Carving:	\$	Cake:	\$	Bridal Room:	\$	Limousine:	\$
Centerpiece:	\$	Mandap:	\$	Hd. Table Setup:	\$	DJ :	\$
				R. Room Attn.:	\$	Stage:	\$

STANDARD TERMS AND CONDITIONS:

RIYA Chutney Manor L.L.C ("Facility") and the person/Company signing this agreement ("Client") agree as follows:

1. This signed contract and a non-fundable reservation fee of 25% or \$1,000 whichever is more is required to confirm a reservation. Client shall pay 50% of the estimated balance due 30 days prior to the event, and. the final estimated balance 10 days prior to the event. A completed Credit Card Authorization Form, (or an additional 10% security deposit) will be held on file by Facility for any additional/incidental charges client may incur. Events booked within 30 days of the event date require a 50% deposit at the time of booking, with the balance due 7 days prior to the event.
2. Client agrees to provide all deposits, menu choices, and guest counts in accordance with the schedule listed above. Any failure by the client to comply with the terms and conditions of this contract shall result in cancellation of the event, forfeiture of deposit. and assessment of cancellation fees.
3. If the client cancels the event, the following schedule of cancellation fees will be assessed: more than 90 days in advance, the cancellation fee shall be the amount of the reservation fee; less than 90 days in advance, the cancellation fee shall be 25% of the minimum guaranteed amount, less than 60 days in advance. the cancellation fee shall be 50% of the total guaranteed amount and any other contracted charges.
4. An additional charge of \$150 per hour will be assessed for all events running over the contracted time. NJ Sales Tax of 7% and Gratuity of 18% shall be added to the total
5. It is mutually agreed between the Facility and the client that the client will keep the music/noise/entertainment, as low as possible in order to avoid disturbance to the neighbors. The Facility at its sole discretion will order the DJ to lower the volume around 10 pm and thereafter.
6. If number of guests exceeds the guaranteed number of guests then the full payment must be settled before food is served.
7. The excess guests shall be charged full per person price for the event and not the negotiated price set for the guaranteed number of guests
8. Facility has the right to cancel any agreement the client will be notified by phone or fax or email on the cancellation.

Accepted By :
RIYA Chutney Manor LLC :

Client : _____ DT : _____