

SKYVIEWS

RESTAURANT

of TEXAS TECH UNIVERSITY

Event Order

Day/Date of the Event:

Name of the Event:

Location:

Room Availability for Set-Up/Decorations:

Event Start Time:

Event End Time:

Number of Guests:

Deposit Amount and Due Date:

Full Payment Due Date:

Contact Person:

Contact Person Address:

Menu

(Type in the Menu here with pricing)

Cash Bar

(Type in the Bar Details and Pricing here)

Room Set-up

(Type in the room set up details here)

Estimate of Charges:

(Type in the total charges in detail)

Room Rentals

Catering Pricing is based on Minimum Guarantee. For events that fall below the minimum guarantee, there will be a room rental fee. The schedule is outlined below.

Skyviews Dining Room

Monday through Thursday evening events require a minimum \$1,000 spend in food and beverages (excluding tax and service charge). The difference between the contracted F&B catering and the \$1,000 minimum will be assessed as rental.

Friday, Saturday and Sunday evening events require a minimum \$1,500 spend in food and beverages (excluding tax and service charge). The difference between the contracted F&B catering and the \$1,500 minimum will be assessed as rental.

Conference Room

Monday through Thursday evening events require a minimum \$500 spend in food and beverages (excluding tax and service charge). The difference between the contracted F&B catering and the \$500 minimum will be assessed as rental.

Friday and Saturday evening events require a minimum of \$1,000 spend in food and beverages (excluding tax and service charge). The difference between the contracted F&B catering and the \$1,000 minimum will be assessed as rental.

Menus

All menus should be submitted 14 days prior to the function in order to ensure availability of desired items. Outside food or beverage is not permitted, with the exception of specialty cakes or desserts.

Pricing

A service charge of 20% will be added to all food prices and hosted beverage prices. All charges, including service charges are subject to the 8.25% Texas State sales tax. Tax-exempt groups must provide a certificate in order to waive the sales tax. All pricing is subject to change without prior notification; however, we will honor those prices guaranteed with a signed catering agreement.

Deposits and Payment for Function

A non-refundable \$100 to \$500 deposit is required to confirm space. All deposits are due with signed Event Planning Forms and Catering Policies

Deposits are not refundable

Guarantees

We must be informed of your guaranteed number of guests 72 hours prior to the event. After this time, your guarantee can be raised but not reduced. You will be charged the guarantee amount plus any guest number above the guarantee.

Agreements/Cancellations

All catered events will require a signed event planning form and a deposit to book the event. Deposits will be tailored to your specific event. Events that cancel outside of ten days will forfeit their deposit. Events that cancel inside of ten days will be charged 50% of the guaranteed F&B revenue for the event.

Billing

All events are to be paid in full at the time of the event.

Decorations and Linens

We will provide white or black linens for your event. You are welcome to bring or contract additional decorations at your discretion. Management must approve decorations and displays prior to the event. All decorations must be fireproof and meet fire prevention regulations of Skyviews. Candles must be encased in glass. Decorations must not be hung with tacks, tape, or nails. Glitter and confetti are not permitted. Decorations are not to be stored in any area of Skyviews without approval by the Manager. Please coordinate with our event team.

Alcohol

Alcoholic beverages may be served at the Skyviews. Skyviews has a TABC License as the sole provider of alcoholic beverages. Skyviews will hire certified bartenders to serve these beverages. Please note that Clients are liable for the amount of alcohol that is consumed by their guests.

Entertainment

The Manager reserves the right to exercise final authority in regard to the volume and professionalism. If the noise level is too high, staff will ask you to adjust it accordingly.

***I, _____ am
confirming the catering commitment outlined in this event order form and
agree to comply to all policies outlined above.***

Signature

Date