

Confirmation Agreement

Company: _____ **Contact** _____

Phone: _____ **Fax:** _____

Address: _____

City _____ **State** _____ **Zip** _____

<i>Event Date</i>	<i>Time</i>	<i>Guest Count</i>	<i>Room</i>	<i>Food & Bev. Minimum</i>
Menu: Please Choose One				
<i>Lunch</i>				
<i>Dinner</i>				
Room Set Up:				
Audio Visual:				
Timeline:				
Special Requests:				

Fat Abbey Biercafe
134 E Juneau Ave.
Milwaukee, WI 53202
Phone: 414.755.0333

CREDIT CARD AUTHORIZATION

Date: _____

Please let this serve as written authorization and approval for you to charge the below described credit card for any and all charges and costs associated with the event described in the attached Confirmation agreement. This letter shall constitute my express written permission for you to charge the credit card for the event.

Card Holder's Name

Card Holder's Signature

Credit Card Information:

Type of Credit Card: _____

Credit Card Number: _____

Expiration Date: _____

Please select gratuity amount _____ **18%** _____ **20%**

Pricing – The charge is based on this location and this event only.

Gratuity and Taxes – All food and beverage is subject to gratuity/service charge, and a 5.85% sales tax. Group or organizations claiming tax-exempt status must furnish Fat Abbey Biercafe with a copy of the organization’s exemption certificate no later than 7 days prior to the event.

Deposits and Cancellations – A credit card authorization form must be completed to confirm your reservation. In the event of cancellation less than 72 hours in advance of the event date, you will be charged 25% of your contracted food & beverage minimum.

Guest Guarantee – A guarantee final count is due three (3) days in advance of the event. You agree that if you fail to provide a final count three (3) days in advance of the event, then the guest count stated on the Confirmation Agreement will be the final count

Payment – All charges will be presented on one guest check. Payment is accepted in the form of credit card, certified check, cash, money order, or pre-approved company check.

Food and Beverage – Due to health, safety and liquor laws, all food and beverage must be supplied by Fat Abbey Biercafe. Alcoholic beverages may not be brought into the Biercafe from and outside sources

Display and Decorations – All displays and/or decorations proposed by an outside company must be subject to prior approval by a Fat Abbey Biercafe representative for each event. Any damages caused to the premises before, during or after the event will be the responsibility of the client.

Parking –Self parking is available in several lots that are near Fat Abbey Biercafe.

Food & Beverage Minimum – By signing this agreement, you agree to pay the food & beverage minimum stated on the confirmation agreement. This amount does not include tax or service charge. If you do not meet the food & beverage minimum, a room rental fee will be applied for the difference.

Miscellaneous – This agreement contains the entire agreement of the parties and super-cedes any oral or written representation not contained herein and may not be modified except in writing and signed by both parties. If you do not timely pay any amount due under this agreement, you will pay, in addition to that amount, the collection costs of Fat Abbey Biercafe, including but not limited to reasonable attorney’s fees and disbursements. This agreement shall be governed by, interpreted, construed and enforced in accordance with the laws of the State of Wisconsin and any litigation, mediation or arbitration arising pursuant to this agreement shall have Milwaukee, Wisconsin as its venue.

If these arrangements meet with your approval, please sign this agreement.

Signature

Date