

Coordinator:

PAPPAS

RESTAURANT & SPORTS BAR

410 661 4357
www.pappasparkville.com
pappasparkvillepd@gmail.com

1725 Taylor Avenue - Parkville, MD 21234

Private Dining Contract

Host Contact Information:

Name: _____
Phone: _____
Email: _____

Event Information:

Day/Date: _____
Time Start/End: _____
Headcount: _____ (Minimum 20)
Menu Header: _____

Menu Information: Please Complete

Four Entrees:

- _____
- _____
- _____
- _____

Two Sides:

- _____
- _____

One Dessert:

- _____

Additional Appetizers per 30 Guests:

_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

Bar Options:

- Cash Bar • Full bar availability
- Tab Bar • Please select a package below
- Open Bar • Please select a package below
 - Well Package
 - Premium Package
 - Beer & Wine Package
- Alcohol-Free

Menu Base Price: \$40.99 per person, plus 20% gratuity and tax (6% MD State Sales Tax, 9% MD State Liquour Tax)

ROOM FEE (non-refundable) due at booking \$125 _____
DEPOSIT (non-refundable) due 7 days prior to event \$300 _____
Extra Hours (\$125/ hour. Not to exceed 5 hours total) (1 / 2) _____
**All events must conclude by 10pm.*

Notes:

ACCOMMODATIONS

- Private dining is available seven (7) days a week for a three (3) hour event, excluding holidays. Available start times are 11 AM-7PM **Sunday through Friday**. On **Saturdays**, start times are limited to between 11:00 AM and 2:00 PM only.
- Room assignments are determined solely by Pappas management based on the final guest count, event requirements, and overall availability. Parties exceeding 100 guests will require two rooms to comfortably accommodate all attendees.
- White linens are provided as the standard for all private events. Upon request, black linens may be provided with a minimum of seven (7) days' advance notice, subject to availability.
- The private room will be available for setup 90 minutes prior to the contracted event time, unless the space is still occupied. Pappas does not guarantee pre-event setup time for decorations provided by outside sources.
- The event will begin at the contracted start time. Hosts may arrive early for setup with prior approval, but early access does not extend the scheduled event duration. Food and beverage service will begin promptly at the contracted start time.

The following restrictions apply to all private dining events:

- Bands, DJs, live music, dancing, and external audio speakers are not permitted.
- Pappas does not provide event planning services beyond menu coordination.
- All meals are seated and served. Buffet-style or appetizer-only service cannot be accommodated.
- Decorations may not be taped, tacked, glued, nailed, or otherwise affixed to walls, windows, or furniture.
- All decorations, signage, and personal items brought in by the host or guests must be removed and properly disposed of by the conclusion of the event. Pappas is not responsible for the removal, storage, or disposal of any items left behind.

PAYMENTS & ADDITIONAL CHARGES

ROOM FEE: A non-refundable room rental fee of **\$125 per room** is due at the time of booking in order to confirm your reservation and secure the private room(s). This fee includes linens, setup, cleaning, & utilities.

DEPOSIT: A \$300 non-refundable deposit is required seven (7) days prior to the event date. Deposits may be paid by cash, credit card, or check. Deposits will be applied toward the final bill on the day of the event.

GRATUITY & TAXES: All food sales are subject to 6% Maryland State Sales Tax and 20% gratuity on the final bill. All alcohol sales are subject to 9% Maryland State liquor tax and 20% gratuity.

BEVERAGE SERVICE FEE: A **\$50 fee** will be added to the final bill for all private events. This fee covers the setup, service, and cleanup of both non-alcoholic and alcoholic beverage stations. Alcohol service is available only with the selection of an approved bar service package. Events that choose to forgo bar service will be alcohol-free. Outside alcohol is not permitted, and guests may not bring alcohol from the downstairs bar into the private event space.

FINAL PAYMENT: At the conclusion of the event, the deposit will be applied to the total bill, and the remaining balance will be presented to the host. Please note that the host is solely responsible for submitting the entire final payment. Individual payments from attendees will not be accepted. Payable by cash, credit card or MD bank check with a valid MD driver's license.

EXTRA HOURS: Private Dining allows for up to three (3) hours in a private room. Additional time may be pre-arranged only, at a rate of \$125 per hour, not to exceed five (5) total hours. Extra hours cannot be added the day of the event due to staff limitations. All events must conclude by 10PM.

CLEANING FEE: The use of glitter or confetti of any kind, including inside balloons, is strictly prohibited. Any violation of this policy and/or decoration restrictions will result in a \$150 fee.

GUARANTEES

Your signed contract complete with finalized menu selections, any additional appetizers, and bar options is due seven (7) days prior to the event. If your reservation is booked less than 7 days out, the room fee(s), deposit, and completed and signed contract will be due at time of booking.

***Final Head Count Commitment:** The final head count submitted two (2) days prior to the event is considered final and binding. No reductions will be permitted after this deadline, and billing will be based on the final number submitted or the actual attendance, whichever is higher.

Cancellations made within seven (7) days of the event will result in forfeiture of all deposits and room fees. Pappas reserves the right to retain all payments made for late cancellations or no-shows. Deposit may be applied toward a future event only if the original event is postponed and rebooked with management approval.

By signing below, the host confirms that they have read, understand, and agree to comply with all policies, terms, and conditions set forth in this agreement.

Name: _____ Signature: _____ Date: _____