



# GRAND STREET CAFE | PLAZA | ALL-DAY MEETING CONTRACT

*(any event with a start time earlier than 11 a.m. or with a duration of 4 hours or more)*

4740 Grand Ave, KC MO, 64112 | P: 816.561.8000 | F: 816.561.9156

**BOARDROOM (seats 16):** \$50 Room Fee, \$600 Food & Beverage Minimum, 40" Flat-screen

**PRIVATE DINING ROOM (seats 24):** \$50 Room Fee, \$600 Food & Beverage Minimum, 60" Flat-screen

Date of event: \_\_\_\_\_ Time: \_\_\_\_\_ BR/PDR: \_\_\_\_\_ Guest Count: \_\_\_\_\_

Event Name: \_\_\_\_\_

Contact Name & Company \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Are you a tax-exempt organization in the state of Missouri? Yes  No

**\*\* If you are a tax-exempt organization in the state of Missouri, please attach your Missouri tax-exempt form to your signed contract. Please note that the credit card used to pay on the evening of your reservation must match the name on the tax-exempt form in order to be accepted.\*\***

This contract is entered into on \_\_\_\_\_ (date), between Grand Street and the aforementioned customer listed above. The customer agrees to a minimum charge of \$ \_\_\_\_\_ exclusive of tax and gratuity. If the minimum is not met, the difference will be charged to the customer, the day of the function. The room is available for 2.5 hours. Any additional time is to be requested prior to the event and will be charged at a rate of \$20 per additional hour. All items must be paid for on one tab. Guests may not split tabs in the private dining rooms. Any items that have not been paid for will be charged to the credit card on file.

An approximate head count was given the day of booking, and the customer agrees to confirm a final head count and special menu requests no later than seven (7) days prior to the event. Final cost is based on 100% of the final headcount given in advance.

**January - November events: a \$50.00 Cancellation Fee for events canceled less than 14 days in advance.**

**December events: a \$100 Cancellation Fee for events canceled less than 60 days in advance.**

\*Initial \_\_\_\_\_

CREDIT CARD #\_Expiration \_\_\_\_\_

(To be held on file and ONLY charged in the event that the event is cancelled at the above stipulations)

Sales tax and a 20% service fee will be added to the food and beverage total the day of the event. Tax is subject to change according to the current law. Happy Hour pricing, coupons, and discounts are not valid or included. The TVs are compatible with **HDMI** and **VGA** cables that are supplied by Grand Street. We strongly suggest testing any A/V equipment prior to your event.

**Please sign and email back to: [PlazaPrivateDining@Gmail.com](mailto:PlazaPrivateDining@Gmail.com)**

Nick Folse (Private Dining & Service Manager)

Customer Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_