



**PM MEETING CONTRACT**

**(2.5 HOURS. 4PM-9PM SUN-THURS AND 4PM-10PM FRI-SAT)**

**Plaza** | 4740 Grand Ave, Kansas City, MO 64112  
816.561.8000

**Boardroom:** \$15 Room Fee + \$250 Food & Beverage Minimum (\$350 in December)  
*\*Includes one long table that seats 16, white leather chairs, linens, house centerpieces, and a 40" TV*

**Private Dining Room:** \$15 Room Fee + \$250 Food & Beverage Minimum (\$450 in December)  
*\*Includes one long table that seats 24, white leather chairs, linens, house centerpieces, and a 60" TV*

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

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

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

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

*This contract is entered into on \_\_\_\_\_ (date), between Grand Street and the aforementioned customer listed above. The customer agrees to the food and beverage minimum, room fee, plus 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.*

*An approximate head count was given the day of booking, and the customer agrees to confirm a final head count no later than 24 hours prior to the event. In the event that the final headcount does not show up, Grand Street will charge \$25 for each person not in attendance. All items must be paid 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.*

*Customer agrees to a 21% gratuity fee and standard tax fees.*

*Outside dessert charge: \$20*

*AV charge: \$20*

*A \$100.00 Cancellation Fee will be charged to the customer if the event is canceled less than 21 days in advance.*

CREDIT CARD # \_\_\_\_\_ EXPIRATION \_\_\_\_\_

*(To be held on file only)*

*Sales tax and suggested gratuity 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 AV equipment prior to your event.*

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

**GS Representative:** \_\_\_\_\_

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

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

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

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

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