



**ALL DAY MEETING CONTRACT
(5 HOURS)**

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

Boardroom: \$150 Room Fee + \$700 Food & Beverage Minimum

** Includes one long table that seats 16, white leather chairs, linens, house centerpieces, and a 40" TV*

Private Dining Room: \$150 Room Fee + \$700 Food & Beverage Minimum

** 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 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 1 week prior to the event. **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. Initial:** _____*

Customer agrees to a 21% gratuity fee and standard tax fees and a 2% booking fee.

Outside dessert charge: \$30

AV charge: \$25

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** _____

CVV _____ **ZIP CODE** _____

(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 A/V equipment prior to your event.

Please sign and email back to: PlazaPrivateDining@gmail.com

GS Representative: _____

Customer Signature: _____

Signature: _____

Company Name: _____

Date: _____

Date: _____