



Service agreement between The Portsmouth Pearl/The Pearl Catering, 45 Pearl Street Portsmouth, NH 03801 and _____

Client Name: _____
Address: _____ City _____ State _____ Zip _____
Email: _____ Phone: _____

Today's Date: _____

Event Date: _____
time of event: _____
Guest count: approx. _____

- \$500 non-refundable deposit and signed copy of this agreement is required to secure your date on our schedule.
 - 25% non-refundable deposit at time of menu selection, approximately 1 month after booking. The Pearl will provide the customer with menu selections and list of all other charges including bar services, NH Meals tax and 17% service charge, etc.
 - Final guest count and balance due 14 days prior to event.
 - Customer will be allowed 2 hours of decorating time prior to the event. Customer will be allowed to decorate the day before the event only if there is no event scheduled for that day. Otherwise the decorating will be done the day of the event. (The Pearl staff would be happy to assist you with the decorating process)
 - Prior written approval is required for any items to be hung from balcony, railings or any other part of the space and for any equipment brought in to be used for the event. Tape is not to be used for securing decorations to the painted surfaces.
 - Each event is scheduled for a total of 5 hours. Additional time for your event is available at a cost of \$200/hr with written approval from The Pearl. (Cocktail receptions are 4 hrs)
 - All charges for additional guests above the final guest count will be billed and paid the night of the event.
 - All activities related to the event must take place inside the building. No food or beverages are allowed in the downstairs area or outside of the building at any time.
 - Any guests consuming alcohol other than that served by the Pearl staff will be asked to leave the event.
 - All guests must be respectful of the fact that The Pearl is Located in a residential neighborhood.
 - The Pearl will provide decorating guidelines to the customer for each event.
 - The rented space and its contents will be left in the same condition as it was prior to the event. Customer assumes responsibility for any damages caused by their vendors or guests.
 - All items brought by the renter or their vendors must be removed immediately following the event. The Pearl assumes no responsibility for any items damaged or stolen either during the event or left in the building after the event.
 - The Pearl assumes no responsibility for accident or injury to customers, vendors or guests.
- * The undersigned agrees to all conditions, rules and obligations set forth in this contract. Please make all checks payable to: The Pearl Catering.**

Customer Signature Date

Pearl Representative Date