



## HALL BOOKING FORM

Event Date: \_\_\_/\_\_\_/\_\_\_

### Client Details

Name:.....  
Address:.....  
City:..... State:..... Zip:.....

Home Number:.....  
Mobile Number:.....  
Email:.....

### Event Details

Event Type:.....  
Approx # of Guests:.....  
Ceremony Start Time:..... On site?.....

Event Colors / Theme:.....  
Set Up Access Time:..... Food Service:.....  
Coordinator:..... Number:.....

### Terms & Conditions

**PAYMENT SCHEDULE:** SAHEL Restaurant & Lounge requires a \$500.00 security deposit to confirm and reserve the client's event date (Indicated Above). This deposit will go towards the client's event balance if no proven damage to SAHEL Restaurant & Lounge is reported. Full payment of the balance will be due to SAHEL Restaurant & Lounge fourteen (14) days prior to the client's event.

**TAX:** The Massachusetts State sales tax as required by law is added to all charges.

**FINAL GUEST COUNT:** Twenty-One (21) days prior to the client's event, SAHEL Restaurant & Lounge will need the final number of guaranteed guests to be served. The final guaranteed number will be used to purchase fresh ingredients for kitchen production and planning, order equipment, arrange for the proper number of event staff, and figure the final balance due to SAHEL Restaurant & Lounge. Once the client gives SAHEL Restaurant & Lounge the final guarantee number, the client may only increase the count up to 72 hours before the event. Additional fees will be assessed to accommodate the "last minute" increase in costs to SAHEL Restaurant & Lounge.

**CANCELLATION POLICY:** If written cancellation of contract occurs more than 90 days before the event date, 50% of the deposit will be returned. If cancellation of event happens less than 90 days from the scheduled date, no monies will be refunded. If the client cancels and reschedules at the same time for a different date, SAHEL Restaurant & Lounge will apply 100% of the previous monies collected to the client's new scheduled event date.

**A NOTE ABOUT SERVICE CHARGE:** We pay our staff a higher wage to ensure that you receive our exceptional service no matter if your event is for 25 guests or more guests. This goes from the kitchen staff all the way to the servers at your event. If you feel that the service staff at your event has gone above and beyond to help make your event memorable and you wish to tip them, then all tip monies will go directly to the staff that served at your event.

### Venue

Name:.....  
Contact:.....  
Number:.....

### Payment Schedule

#### Deposit

- Date:.....
- Amount:.....
- Type:.....

#### No Less than Count (21 Days Prior)

- Date:.....

#### Final Payment (14 Days Prior)

- Date:.....

### Authorization

Signed.....  
Name.....  
Date.....  
Event Manager.....