

VISTA at ARROWHEAD CONTRACT

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DATE:	DAY:	ROOM:
ARRIVAL TIME:		DEP. TIME:
# OF GUESTS:		GUARANTEE:
ORG:		CONTACT:
PHONE:		E-MAIL:

APPETIZERS:

SALADS:

ENTREES:

DESSERT:

BAR:

PRICING:

Food	\$
Vendor meals BOXED	\$
N/A Beverage	\$
Alcohol	\$
Cake Slicing	\$
Dance Floor Set up:	\$
Set up Fee:	\$
Valet	\$
Approximate Tax:	\$
Approximate Gratuity:	\$
Approximate Total:	\$

TIMELINE:

- Arrival:
- Cocktail hour:
- Bride and Groom Arrive:
- Dinner Service:
- Speeches:
- Cake:
- Dancing:
- Last Call:
- Departure:

Please consider scheduling speeches and toasts after dinner is served (or after order is taken) for later wedding arrival times. Many guests are from sea level and elderly guest prefer not to dine at later times.

TABLE SET UP:	DINNER SET UP/ ROLL UPS / NONE	TABLE SIZES:
LINEN:	YES / NO	LINEN COLOR:
# OF BUFFET(S):		BUFFET SIZES:
SKIRTING COLOR:		SKIRTING SIZE:

# OF CHAFERS:		CHAFFER SIZE:	ROUND / RECT.
SERV. UTENSILS:		FUEL:	
COFFEE STATION:	YES / NO	Cups, saucers, teaspoons, cream, sugar/sweetener, empty dump basket	
DESSERT STATION:	YES / NO		
FLOWERS:		CENTERPIECES:	
WEDDING COLORS:			
MENUS:	CUSTOM / NO		
FINAL SEL. DATE:			
STAFF:	1 SVR. FOR 20 PPL, BAR FOR 30+		
SPECIAL ITEMS:	PODIUM / EASEL / MICRO /		
DEPOSIT:		BUY OUT MIN:	\$
BILLING:	INVOICING / PAY BY C.C.		
NOTES:			

VALET PARKING:

Valet parking fee is \$50 per valet.

Parties 50-100: one valet, 100-150: Two valets, 151 or more: three valets.

INCLUDED IN OUR FACILITY:

1. Tables, chairs, white linens, white napkins, glassware, silverware, plate ware for 130 people. Above 130 people, rental fees will apply. Client is responsible for arranging rentals. There is a 20% up-charge if Vista arranges the rentals.
2. Wait staff & bartenders, set up & clean up crew.
3. Cake Cutting and serving at \$2.00 per person.
4. Dance Floor included. Set up is a \$100.00 fee per floor.

HOLDS/CONTRACTS:

1. Vista at Arrowhead will hold a requested date for a one week period. Beyond that, a deposit will be required of 25% of Buyout.
2. Deposit will be 100% refundable for up to 6 months prior to Event Date. Amount of deposit will be deducted from the final bill on the Event Date. A signed contract will be required for all events at Vista at Arrowhead at the time of deposit.

GUARANTEE:

Preliminary guarantee of number of guests is due **TWO WEEKS PRIOR TO EVENT**. After the preliminary guarantee has been given, the numbers may not decrease more than 10%. Increases in the guarantee will be accommodated if possible. A final guarantee is due ten working days prior to the event. You will be charged the final guarantee or the actual number in attendance, whichever is greater. In the event of a cancellation all deposits will be forfeited. If cancellation occurs within thirty days of the event, you will be charged 100% of estimated food and beverage revenue for your party. Selections must be finalized & confirmed with your Special Event Manager a maximum of 4 weeks prior to the date of your event. Vista must be notified of the exact number of guests attending a function at least 5 days prior to the start of the event.

FOOD AND BEVERAGE:

1. Food & Beverage Minimum will apply for all Events. All Food & Beverage will have 22% Service Charge, 4.4% Tax.
2. We staff 1 server per 20 people. If you desire additional servers it may be possible for \$200 per server.

MENU REQUIREMENTS:

All food is prepared by Vista at Arrowhead. No outside caterers are allowed.

BAR REQUIREMENTS:

1. All beverages are charged based on a consumption basis.
2. By law, Vista only serves alcohol to people who are 21 years or older.
3. Vista reserves the right to refuse service to any individual who in our opinion is too intoxicated.
4. "Open Hosted" bars will be re-evaluated after 4.5 hours by our staff.

BAND:

Most bands consume alcoholic beverages & dinner which are the responsibility of the client.

TIME REQUIREMENTS:

1. You and your outside vendors have access to our facility 1 hour prior to your scheduled event.
2. Vista at Arrowhead is not responsible for lost or missing articles.
3. A credit card is required prior to your function for any incidental charges or credits that may occur.
4. The final event balance is due at the conclusion of your event.

WEDDING CEREMONIES:

Wedding receptions require a \$200 set up fee (includes dance floor); ceremonies will require a \$400 set up fee. If any rentals are required, additional charges will apply. In the event that you are providing chair covers from an outside vendor, Vista charges \$1.00 per chair to put chair covers on and tie bows. Clients are required to have a wedding planner to work directly with Vista at Arrowhead on the details of the wedding.

TASTING MENU:

A complimentary tasting can be schedule with Vista for 2 people. This will include up to 4 hors d'oeuvres, 2 entrees and dessert.

Can food and beverage be brought in from an outside source?

The resort must provide all food and beverage items for your event excluding the wedding cake. The sale and service of alcoholic beverages is regulated by the Colorado Department of Revenue, and Vista at Arrowhead is responsible for the administration of those regulations. It is our policy that all alcoholic beverages must be provided by the Vista at Arrowhead.

Please explain the food and beverage minimum.

The food and beverage minimum is the least amount of money that you are required to spend on a combination of food and beverage, excluding sales tax, but is not all that you could spend. The food and beverage minimum is reached by selecting individually priced, a la carte menu items to equal or exceed the required dollar figure.

The following examples would apply towards the food and beverage minimum:

Hors d'oeuvres, plated or buffet meal, desserts, wine service with the meal, champagne toast, the bar (including alcohol), cappuccino and any non-alcoholic beverages.

Centerpieces, upgraded linens/china/silverware, décor, and specialty lighting would **not** apply towards the food and beverage minimum.

Received: _____

Client Signature: _____ Date: _____