



Agreement:

- A guarantee on the number of guests is required 48 hours before the event. This number can increase but cannot decrease.
- There is a minimum of 12 guests required for any of the packages, with the exception of the cocktail packages, where it's a 20 person minimum.
- A \$200 non refundable deposit is required to reserve an area on a specific date. The final bill, with the \$200.00 deducted, is to be paid in full at the conclusion of the event by Cash, Gift Certificate, Visa, MasterCard, American Express or Discover. Checks will not be accepted unless approved by management ahead of time.
- There are 3 different areas that functions are held in:

Private Art Gallery: 12-16 Guests

Semi-Private Loft Area: 17-24 Guests

Private Patio Area: 25-45 Guests

(Patio is heated & protected from the weather. Available 12 months of the year)

When reserving, you will need to lock in a specific area and you will be required to at least cover the minimum number of guests required for that specific location.

- Children ages 4-10 will be ½ the price of the package you select & a children's menu will be available for them to order from. There will be no charge for kids under 4. A breakdown of adults & children is also required 48 hours before the event.
- There is a \$2.00 per person dessert charge if any outside (commercially made) dessert is brought into the restaurant.
- All Packages Are Subject To Local White Plains Sales Tax & 20% Service Charge.
- Sam's will provide the table with white linens, candles & candle holders. Any other decorations are the responsibility of the guest at their expense. Some decorations may not be allowed (ie. Confetti or any heavy fragrancd items) so please consult with management for details.
- Function duration times are as follows:

All parties are up to 3 Hours

ALL COCKTAIL PARTIES: are 2 Hours

***Functions may be extended in time if discussed and approved with mgt**

Client Name (Print)

Phone

Date & time

Email

Location of Event

Client Signature

Package /Choices/Price

By completing & signing this, I agree to all the terms listed above in reference to the event I've booked at Sam's of Gedney Way for the date listed.

Return This Agreement Back To Us:

Email to: Karen @nyhgroup.com

Fax to: 914-686-7013

Mail to: 50 Gedney Way White Plains, NY 10605