



# PRIVATE DINING ROOM INFORMATION & RENTAL CONTRACT

## CAPACITY

Our private dining room seats 40 people, a few extra chairs can be added if you don't mind a tight fit. The room can be configured in many different ways including 2 or 3 long tables, groupings of 4 or 6, a T shape, horseshoe, circle etc.

## MENU

All food and beverage must be purchased and/or prepared through Black Sheep Pizza. There is an exception for dessert brought in for special events. If a dessert is brought into our private dining room, there is a \$10 flat fee plus \$0.50 per person fee for cutting and plating.

Our regular menu is used in the party room. However, enhancements such as flowers, linen tablecloth/linen napkins, special wines or champagne off our "Captain's List", and desserts can be made available. Please let us know if you would like to do any enhancements listed or if you have any of your own ideas. We will do our best to accommodate you.

**\*\*\*In order to ensure we have everything you need, your menu must be chosen and emailed/faxed to us within 48 hours of your event\*\*\***

## ROOM FEES

Black Sheep Coal Fired Pizza charges no specific rental fee for our private dining room, but instead has a 4% house fee (see Gratuity/Service fee), and food and beverages minimums that are very reasonable (see table below).

The minimums listed are neither a pricing structure nor do they affect the menu costs, but are simply an amount you agree to spend in food and drink in exchange for the use of the private room. Tax, gratuity, and service fee do not apply toward the minimum.

## ROOM AVAILABILITY & SEATING TIMES

Two seating times are available each day and then again, at night. Room is held on a first come-first serve basis and is reserved only when a deposit is received.

### LUNCH

Early Seating 7 Days a week ..... 11:00 AM — 12:45 PM

Late Seating 7 Days a week ..... 1:00 PM — 2:45 PM

### DINNER

Early Seating Sunday — Thursday ..... 5:00 PM — 7:00 PM

Late Seating Sunday — Thursday ..... 7:30 PM — 9:30 PM

Early Seating Friday & Saturday ..... 5:00 PM — 7:30 PM

Late Seating Friday & Saturday ..... 8:00 PM — 10:30 PM

## MINIMUM FOOD AND BEVERAGE GUARANTEE:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Early or Late Lunch	\$200	\$200	\$200	\$200	\$250	\$250	\$200
Entire Lunch	\$300	\$300	\$300	\$300	\$400	\$400	\$300
Early or Late Dinner	\$250	\$250	\$250	\$250	\$300	\$300	\$250
Entire Dinner	\$400	\$400	\$400	\$400	\$500	\$500	\$400



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## GRATUITY/SERVICE FEE

There is a 4% house fee for our party room which is added to your bill at the end of your gathering and goes to the restaurant for supplies and maintenance. The amount you leave as gratuity for your server is up to you, although we suggest 18% to 20%.

## PAYMENT POLICY

A deposit of \$100.00 with a credit card number is required to hold the room. It is not charged unless there is a cancellation issue or damage done to the room. To ensure quality service for you and your guests, all food and beverage is on one tab and final payment must be paid in full with no more than 4 combinations of cash/credit cards. We accept Visa, MasterCard, Discover, and American Express.

## CANCELLATIONS

For a full refund of your deposit, cancellations must be submitted via regular post or email to a manager of Black Sheep Pizza Minneapolis – North Loop in writing within 15 days of the event. You must receive a return email or call confirming cancellation was received. Cancellations within 14 days of event forfeit deposit. Cancellation within one week of event will result in the full charge of the minimum food and beverage guaranty. If we are able to re-rent the space we will return to you the difference between the guaranteed minimum and the deposit. Thanks for your understanding.

## DECORATIONS

You are welcome to decorate the room. Decorations must conform to fire and safety codes. Please take any decorations with you when you leave. No confetti please... nightmare to clean up.

## ILLEGAL ACTIVITY

None allowed.

## PARKING

Parking is available through the valet on Washington across the street from Black Sheep Pizza. If you would like to set up/pay for valet parking for your guests in advance, we can provide you a contact. Metered street parking is also available.

## DAMAGE TO PARTY ROOM

Guest will be held liable for any unusual damage to the room or its contents.

## LIABILITY... YOURS & OURS

Black Sheep Coal Fired Pizza, LLC or its owners and managers shall not be liable for non-performance of this contract in the event that Black Sheep Pizza has to close for any reason which is beyond our reasonable control....Imagine acts of God, national emergencies, etc.

Additionally, the Guest agrees to indemnify and hold harmless Black Sheep Coal Fired Pizza, LLC, its members, and managers for any costs incurred, including attorney's fees, arising as a result of any injury to person or damage of property, or any other claim whatsoever resulting from client's use of premises.

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## CONTACT INFORMATION

Jessica Noreen or Emily Rose

partyroom@blacksheeppizza.com

612.342.2625

Black Sheep Pizza Minneapolis  
600 North Washington Avenue  
Minneapolis, MN 55401



# PRIVATE DINING ROOM EVENT DETAILS

In order to best accommodate your guests we need as much information as possible. Please check the slot that best fit your party:

### We plan on having the room for:

- The early lunch time slot
- The late lunch time slot
- The entire lunch slot
- The early dinner time slot
- The late dinner time slot
- The entire dinner slot

### We would like more information on these enhancements:

- Flowers
- Dessert
- Champagne and/or Wine off our Captain's List
- Linen Tablecloth
- Linen Napkins

### As far as music we would like:

- To bring our own source of music
- Use the receiver in the room and plug in our own I-pod/I-phone
- Have Black Sheep's house playlist on
- No music please

### As far as our food order goes (menu is posted on-line):

- We would like to pre-order off the menu
- We would like an e-mail sent to us with more ordering information
- We are planning on calling and speaking with a manager to help guide us through this process

### As far as our food order goes (menu is posted on-line):

- We would prefer open bar
- We would prefer drink tickets
- We would like to have bottles carafes of wine on the tables
- No alcoholic beverages please
- Other, please specify:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# PRIVATE DINING ROOM CONTRACT FORM & DEPOSIT

TODAY'S DATE \_\_\_\_\_ TYPE OF EVENT \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ ARRIVAL TIME \_\_\_\_\_ GUEST COUNT ESTIMATE \_\_\_\_\_

CLIENT/CONTACT PERSON \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

## \$100 DEPOSIT REQUIRED

CASH\*  VISA  MCARD  AMEX *\*If cash is used please provide CC information for room hold.*

CREDIT CARD NUMBER \_\_\_\_\_

NAME AS APPEARS ON CREDIT CARD \_\_\_\_\_ EXP. DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

This contract is made in the State of Minnesota and shall be construed and enforced in accordance with the laws of such State. This Private Dining Room Contract constitutes the entire agreement between parties and may not be modified or amended except by an instrument in writing signed by both the Client and Black Sheep Pizza Coal Fired Pizza LLC.

"The undersigned acknowledges that he/she has read and understands the Private Dining Room Contract including this page and; the preceding three pages by signing and dating below the undersigned accepts this contract and agrees to comply with same."

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_