



22 E 54th Street, New York, New York 10022 P: 212-754-9006

CONTRACT AGREEMENT

Event Name:	Wedding Reception Contract Sample	Point of contact Name & Account:	Miguel Centeno Miguel
Date of Event:	Saturday, July 27, 2024	Phone Number:	
Time Frame:	6:00 PM - 10:00 PM	Reserved Section:	First Floor and Second Floor
Estimated Guest Count:	100	Room Fee:	Only applies if Minimum Spend is not met
Maximum Capacity for area:		F+B Minimum Spend:	\$10,000.00

FOOD

Qty		Price	Total
100	<p>TWO HOURS WEDDING BITES <i>Select (4) @ \$55 Per Person Each additional hour is @ \$25 Per Person</i></p> <p><i>The menu is served as fork-friendly small plates in a designated area of your event. Please note that all menus are samples. The exact menu will be based on local and seasonal offerings, so slight variations may apply. Your day-of-event menu will be custom-designed to include the freshest seasonal offerings for your guests to enjoy.</i></p>	\$55.00	\$5,500.00
1	<p>ROASTED LAMB CHOPS Served with mint Chimichurri sauce</p>		
1	<p>SHRIMP COCKTAIL With traditional cocktail sauce</p>		
1	<p>NY STRIP STEAK CROSTINI On toasted baguette</p>		
1	<p>WILD MUSHROOM ARANCINI Served with house-made marinara</p>		
100	<p>PAN-SEARED SALMON OR BRANZINO Accompanied by saffron risotto and beurre blanc</p>	\$55.00	\$5,500.00
	<p>OPTION 2 BUFFET DINNER (2) Courses \$55 Per Person, includes: <i>2 Appetizers, 3 Entrees, and 2 Sides are included. Served in Chafing dishes.</i></p>		
1	<p>WILD MUSHROOM ARANCINI Served with house-made marinara</p>		
1	<p>CRISPY CALAMARI Served with house-made marinara</p>		
1	<p>CARVING STATION Choose Filet Mignon or NY Strip Steak</p>		
1	<p>PAN-SEARED SALMON OR BRANZINO Accompanied by saffron risotto and beurre blanc</p>		

1 **ROASTED FREE-RANGE CHICKEN**
With seasonal vegetables and Dijon mustard brown gravy

1 **SILENT VEGGIE OPTION**

BEVERAGES

Qty		Price	Total
100	PREMIUM BEER, WINE & SPIRITS \$35 per person (1) Hour MINIMUM OF (2) HOURS (4 hours Open Bar)	\$140.00	\$14,000.00
	Draft Beers: Papillon's Full Selection of Beers on Gold Tap White Wines : Pinot Grigio, Anterra, Delle Venezie, IT, '19, Chardonnay, Joel Gott, CA, '21 Sauvignon Blanc, Guenoc, Livermore, CA, '19 Red Wines: Pinot Noir, Rickshaw, CA, '21 Sparkling & Rosé : Cava, Brut Rose, Mercat, Catalonia, SP. Château de Berne, Romance Rose, Cotes de Provence, FR '20 Vodka : Tito's, Ketel One, Grey Goose Tequila : Herradura, Volcán, Milagro Mezcal : Banhez, Pelotón de La Muerte Whiskeys: Knob Creek, Woodford Reserve, Four Roses Small Batch, Maker's Mark, Copper Dog Gin: Hendrick's, Plymouth, Ginlane 1751 Rum : Diplomatico, Exclusivo		

OTHER ITEMS

Qty		Price	Total
1	AUDIO & VISUAL NEEDS The following is handled by the managers of the space. If your event requires professional assistance, we have a vendor you may contact, or, you can bring your own. Includes wifi if available on the day of your event.		
1	OPTION 1 Projector, Screen & HDMI Cable COMPUTER IS NOT INCLUDED Please bring a laptop with an HDMI port with anything you wish to display		
1	OPTION 2 MICROPHONE & SPEAKER plug in mic & speaker		

ESTIMATED BILLING

		Total
Food		\$11,000.00
Beverage		\$14,000.00
Subtotal		\$25,000.00
Administration Fee (taxed)	4.0%	\$1,000.00
Service Charge	20.0%	\$5,000.00
State Sales Tax	8.875%	\$2,218.75
Food & Beverage Minimum	\$10,000.00 Total -\$10,000.00 Met	
Grand Total		\$33,218.75
Deposit Due	Unpaid	\$5,000.00
Estimated Balance		\$33,218.75



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TERMS & CONDITIONS

Wedding Reception Contract Sample - Papillon Bistro & Bar

Event Agreement

Date of Event: Saturday, July 27, 2024

Time of Event: 6:00 PM - 10:00 PM

Number of Persons: 100

Client: Miguel Centeno

Company/Account: Miguel

This form serves as an agreement (the "Agreement") between 22 East 54th Street Rest. Corp. dba Papillon Bistro & Bar ("PBB") and Miguel Centeno of Miguel hereinafter referred to as "Client", that the following conditions regarding your reservation/event will be met:

1. **Services to be Performed.** PBB agrees to provide food, beverages, services and facilities at the price set forth in the attached proposal, which is hereby incorporated by reference, and the Client agrees to pay said charges and all other amounts as herein provided.
2. **Payment:** A non-refundable deposit in the amount equivalent to 50% of the minimum spend total is due at the signing of this contract, as further set forth on Schedule A. All payments should be made payable to "22 East 54th Street Rest. Corp." The estimated total amount shall be calculated by multiplying the minimum attendance number by the per person price set forth in the proposal for pre orders, plus the applicable tax, service charge and administrative fee, which are further set forth on Schedule A to this Agreement. The remaining balance is due no less than 72 hours after the event.
3. **Guest Count:** It is agreed between PBB and Client that at least 72 hours before the function is to begin, the Client will notify PBB in writing of a guaranteed guest count. Client will also advise any increase in the minimum attendance number set forth in the proposal letter, as well as final room setup arrangements if the group expands. If any such increase occurs, it is agreed that the increased attendance number shall become the new minimum attendance. The total amount owed by the Client shall be based on the total number of guests in attendance, at the per person price set forth in the proposal, which total amount shall be no less than the guaranteed minimum attendance number provided to PBB prior to the event, regardless if the number of guests to attend the event equals or exceeds the minimum attendance number.
4. **Menu:** All food must be preordered. Menu options are the same for all persons attending, unless special arrangements have been made and agreed to IN WRITING. Menu selections must be made ten (10) business days prior to the function. Items selected after such time will be subject to additional charges.
5. **Overtime:** Should the event run overtime an agreed charge of \$40.00 per person, per hour or portion thereof, multiplied by the greater of the minimum guarantee or the actual total number of guests, will be incurred. At one-half hour prior to the agreed closing time, PBB management will approach host to notify her/him of the time. PBB reserves the right to reclaim the space fifteen minutes past agreed closing time.
6. **Cancellation.** Cancellation or rescheduling of the event by the client for any reason, including, but not limited to weather conditions, shall constitute a material breach of this contract:
 1. All cancellations must be received IN WRITING no less than fourteen (14) days prior to the date of the scheduled event. The deposit is non-refundable, however, if you cancel with at least fourteen (14) days' notice in writing, you may apply the full deposit amount to the cost of a future event at PBB not yet scheduled, but to be held by you within 1 year of the originally scheduled event.
 2. Any cancellation received less than fourteen (14) days prior to the date of a scheduled event, including a cancellation within 24 hours of a scheduled event and a failure to show up for a scheduled event, are NOT eligible for any refund, are not eligible to have any [1155197-3] portion of the deposit credited to a future event. Events with a minimum attendance of 20 guests or more will be subject to an additional cancellation fee of \$25.00 per person. PBB may waive this cancellation fee in its discretion if it rebooks the space.
 3. In the event it is necessary for PBB to cancel a scheduled event, PBB will use commercially reasonable efforts to provide Client as much advance notice as is reasonably practicable, and will promptly refund any deposit paid, subject to deductions for any costs reasonably incurred.
7. **Force Majeure.** PBB shall have no responsibility or liability for failure to comply with any terms and conditions of the contract when prevented from doing so by events beyond its reasonable control, including but not limited to strike, lockout, labor dispute, flood, water damage, fire, war, terrorist act or threat, hurricane, typhoon and other extreme

weather, earthquake, volcanic activity, lightning, explosion, riots, disturbance, civil commotion, disease, epidemics, pandemics, other acts of God or nature, embargoes, quotas, shortage of supplies, shortage of labor, delays in transportation, or government action, including but not limited to restrictions on business activity, price controls, or detention of goods by authorities.

8. Client Liability. The Client, its guests, employees, contractors, decorators and all persons attending the function shall be liable for all damages caused to PBB premises and the equipment and personal property contained therein.
9. Compliance with Laws. The Client shall comply with the laws and ordinances and other rules, regulations and requirements of all governmental authorities and departments thereof having jurisdiction over the premises.
10. Alcohol. PBB Management shall refuse to serve alcoholic beverages to guests who appear to be intoxicated or under the age of twenty-one. Clients acknowledge and agree that PBB is not responsible for monitoring the consumption of alcohol by Clients and Clients' event guests and Clients shall indemnify PBB for any alcohol related or other third party claims against PBB arising out of or relating to the event.
11. Property. The Client shall not use any amplifier or loudspeaker or like equipment without prior written consent of PBB. Client further agrees not to rearrange or remove any furniture in any area without prior written consent of PBB. Client agrees that PBB shall not be liable for damage to or loss of any merchandise, samples, equipment or any goods or personal property exhibited, displayed or left on PBB's premises. If any personal property brought into PBB's premises by the Client, its guests, contractors, decorators, or persons attending the event is not removed immediately following the event, it shall be deemed to be abandoned and PBB shall have no liability whatsoever for its return or for compensation for its loss or damage.
12. Authority. If Client is a corporation, partnership, trust, unincorporated association, or other legal entity, this Agreement shall be binding on such legal entity and on the individual executing this contract on its behalf. The signature of the individual on this contract and/or spouse of said individual shall be bound to the terms and conditions of this Agreement.
13. Indemnity: Notwithstanding anything to the contrary contained herein, Client will indemnify, defend, and hold PBB harmless from and against any and all liabilities, obligations, damages, penalties, claims, suits, proceedings, costs, charges and expenses, including reasonable attorneys' fees, that may be imposed upon or incurred by or asserted against PBB by reason of any accident, injury, or damage to any person, guest or staff, occurring in conjunction with or arising from the event. This indemnity shall not apply to third-party claims to the extent such accident, injury, or damage is directly caused by PBB's material breach of its obligations under this Agreement, intentional acts, errors or omissions, gross negligence, or violation of applicable federal, state or municipal law.
14. Dispute Resolution; Choice of Law: Any controversy or claim arising out or relating to this agreement or the validity, interpretation, enforceability or breach thereof, which is not resolved by agreement between the parties, shall be resolved by binding arbitration by JAMS or its [1155197-3] successor in accordance with the Streamlined Arbitration Rules of JAMS at the time in effect and judgment upon the award rendered in such arbitration may be entered in any court having jurisdiction thereof. The arbitration proceeding shall take place in New York County, New York. Any action or proceeding arising out of or in connection with this Agreement, to the extent any matter is not subject to arbitration, or to confirm any arbitration award, shall be heard only in a federal or state court located in State and County of New York and the parties hereby agree to exclusive venue in, and consent to the personal jurisdiction of, such courts. This Agreement shall be construed, enforced and governed by the laws of the State of New York without regard to principles of conflict or choice of laws.

We thank you for your understanding in this matter and look forward to the pleasure of working with you.

Sincerely,

22 EAST 54TH STREET REST. CORP.

DBA PAPILLON BISTRO & BAR

This section reserved for staff signature

Client Signature

Credit Card Authorization & Deposit

Please click the button above to submit your credit card to secure your event. This card will be used for a deposit if applicable or can be used to pay for the balance. We will run the final balance due to the card on file, unless otherwise specified.

Qty		Price	Total
100	TWO HOURS WEDDING BITES <i>Select (4) @ \$55 Per Person Each additional hour is @ \$25 Per Person</i>	\$55.00	\$5,500.00

The menu is served as fork-friendly small plates in a designated area of your event. Please note that all menus are samples. The exact menu will be based on local and seasonal offerings, so slight variations may apply. Your day-of-event menu will be custom-designed to include the freshest seasonal offerings for your guests to enjoy.

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1	SHRIMP COCKTAIL With traditional cocktail sauce		
1	NY STRIP STEAK CROSTINI On toasted baguette		
1	WILD MUSHROOM ARANCINI Served with house-made marinara		
1	PAN-SEARED SALMON OR BRANZINO Accompanied by saffron risotto and beurre blanc		
100		\$55.00	\$5,500.00
	OPTION 2		
	BUFFET DINNER		
	(2) Courses \$55 Per Person, includes: <i>2 Appetizers, 3 Entrees, and 2 Sides are included. Served in Chafing dishes.</i>		
1	WILD MUSHROOM ARANCINI Served with house-made marinara		
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1	CARVING STATION Choose Filet Mignon or NY Strip Steak		
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	OPTION 2		

BUFFET DINNER**(2) Courses \$55 Per Person, includes:***2 Appetizers, 3 Entrees, and 2 Sides are included.
Served in Chafing dishes.*

1

WILD MUSHROOM ARANCINI

Served with house-made marinara

1

CRISPY CALAMARI

Served with house-made marinara

1

CARVING STATION

Choose Filet Mignon or NY Strip Steak

1

PAN-SEARED SALMON OR BRANZINO

Accompanied by saffron risotto and beurre blanc

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ROASTED FREE-RANGE CHICKEN

With seasonal vegetables and Dijon mustard brown gravy

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SILENT VEGGIE OPTION

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 Red Wines: Pinot Noir, Rickshaw, CA, '21
 Sparkling & Rosé : Cava, Brut Rose, Mercat, Catalonia, SP. Château de Berne, Romance Rose, Cotes de Provence, FR '20
 Vodka : Tito's, Ketel One, Grey Goose
 Tequila : Herradura, Volcán, Milagro
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