



## PJ SKIDOOS BANQUET CONTRACT

*THANK YOU FOR CHOOSING PJ SKIDOOS TO HOST YOUR EVENT! PLEASE REVIEW THE BELOW, SIGN THE LAST PAGE AND RETURN TO OUR EMAIL ADDRESS.*

### **INITIAL DEPOSIT**

We require a \$200 non-refundable and non-transferable deposit to guarantee your space. This deposit will be credited back to you on your final bill at the end of the event.

### **SECOND DEPOSIT**

10 days prior to your event, we require a guaranteed number of guests and your menu selection choices. When you provide this guarantee, we require a second deposit based on those details. You will be pre-paying for the food only. Gratuity, tax, any open bar items and any add-ons will be charged at the end of the event. This deposit will be credited back to you on your final bill at the end of the event.

When you give us your final count, you are locked in at that number. You cannot decrease your number but you can absolutely increase the number up until the day before the event (within reason).

### **FINAL PAYMENT**

We will apply all your deposits to your final bill. There will be an outstanding balance to cover gratuity, tax, open bar items or if you had any last minute add-ons. This outstanding balance must be paid at the end of the event. One check will be issued. We cannot honor separate checks in the banquet room.

### **FORMS OF PAYMENT**

We accept Visa, Mastercard, Discover, American Express and Cash. We do not accept personal checks.

### **MINIMUM/MAXIMUM GUEST COUNT**

The minimum number of guests in our banquet room is 30 people. Our maximum number of guests is 150 people. If your guests fall below 30, you will still be responsible for paying for 30 guests. If there is leftover food, you are more than welcome to take it home with you. If your guests go above 150, then we will need to discuss additional dining options to accommodate your guests.

### **GUARANTEED NUMBERS AND MEALS**

10 days prior to your event, we require the guaranteed number of guests and your menu selection choices. You are locked into this number when you provide it to us. Your guests count can increase in those 10 days but it may not decrease.

No food can be brought in without prior permission. All of your guests cannot order upon arrival. All meals must be pre-ordered 10 days prior to the event date.

10 days prior, we will also go over all the remaining details of your event, such as timing, table setup, AV needs, bar needs, decorating etc. Please be prepared 10 days prior with this information. You may schedule an in person appointment by calling us at 703.591.4515 or you may call us at 703.591.4515 to discuss all of the details over the phone.

### **GRATUITY**

There is an automatic gratuity of 20% added on to your final bill. This gratuity is on all food and open bar.

### **TAXES**

10% tax will be added on your final bill. 6% of it is State Sales Tax and 4% is Fairfax City Meals Tax.

### **FOOD OPTIONS:**

***\$150 Appetizer Platters:*** These platters are an add-on option only. You would order one of these if you wanted to have a light appetizer during your cocktail hour before lunch or dinner. Each platter serves approximately 20-25 guests. You may not only order appetizer platters in our banquet room or one of our dining rooms. You may only order appetizer platters on our dancefloor connected to our main restaurant bar area. No drinks are included with this option. Gratuity and Taxes must be added.

***\$22.95 Appetizer Buffet:*** This option is a heavy appetizer buffet. You will select 3 appetizers and confirm the number of guests with us 10 days prior to your event. It is not an all you can eat buffet. We pre-portion out the amounts of each appetizer based on your guaranteed number of guests. You may complement this buffet with one or more of our \$150 appetizer platters. You may add on additional pre-portioned appetizers for an additional \$4 per person. No drinks are included in this option. Gratuity and Taxes must be added.

***\$36.95 Buffet:*** This option includes two entrees, one pasta, two sides, one salad, bread/butter and coffee/tea. You, the event planner, will choose what food selections you will offer to your guests- you will not give your guests a choice of what they would like. You will confirm the number of guests with us 10 days prior to your event. This is not an all you can eat buffet. We pre-portion out the amounts of each item based on your guaranteed number of guests. Gratuity and taxes must be added.

***Sit Down Lunch: (Served until 2pm)*** This option includes the entrée, two sides, bread/butter and tea/coffee. With this option, you may either choose 1 entrée for everyone or you may offer them an option of up to 3 entrées. Choosing 1 item is the easiest option for you. However, if you offer them an option of up to 3 entrées, you would need to gather their meal preferences in advance. Typically, for the 3 entrees, you would offer a chicken, beef and seafood option or substitute a vegetarian option as well. For example, when you send out the invitation to your guests you would invite them to join your event, you would also list out the offered meal entrées and ask them to select their meal choice when they RSVP to you. Then 10 days prior to your event, when you guarantee your number of guests, you would tell us how many of each selected entrée you would need. There is one more step. You will also need to create name cards for your guests to designate what they ordered. You can either use a color code system, a sticker or just simply write out what the guest ordered below their name. This is to ensure that your guests do not forget what they pre-ordered and ensures that our banquet servers do not auction off food to your guests. We will have a registration table at the entrance of your event where you will put out the name cards for your guests to grab upon entering the banquet room. Your guests will grab their name cards and place them in front of themselves at their place seating. You may add on a Garden Salad or Dessert for an additional \$4 per person. Gratuity and taxes must be added.

***\*\*Please note that all beef options will be served at ONE temperature. Typically, medium to medium well or of your choosing. When offering this option to your guests on your invitation, please note the temperature you have selected.***

*\*\*Please note that all Salmon meals will be served with ONE glaze. You, being the event planner, will choose one for everyone. When offering this option to your guests on your invitation, please note the glaze you have selected. Do not offer both options to them.*

**Sit Down Dinner:** (Served after 2pm) This option is a three-course meal. It includes a salad, entrée with two sides, bread/butter, dessert, and tea/coffee. With this option, you may either choose 1 entrée for everyone or you may offer them an option of up to 3 entrees. Choosing 1 item is the easiest option for you. However, if you offer them an option of up to 3 entrees, you would need to gather their meal preferences in advance. Typically, for the 3 entrees, you would offer a chicken, beef and seafood option or substitute a vegetarian option as well. For example, when you send out the invitation to your guests you would invite them to join your event, you would also list out the offered meal entrees and ask them to select their meal choice when they RSVP to you. Then 10 days prior to your event, when you guarantee your number of guests, you would tell us how many of each selected entrée you would need. There is one more step. You will also need to create name cards for your guests to designate what they ordered. You can either use a color code system, a sticker or just simply write out what the guest ordered below their name. This is to ensure that your guests do not forget what they pre-ordered and also ensures that our banquet servers do not auction off food to your guests. We will have a registration table at the entrance of your event where you will put out the name cards for your guests to grab upon entering the banquet room. Your guests will grab their name cards and place them in front of themselves at their place seating. Gratuity and Taxes must be added.

*\*\*Please note that all beef options will be served at ONE temperature. Typically, medium to medium well or of your choosing. When offering this option to your guests on your invitation, please note the temperature you have selected.*

*\*\*Please note that all Salmon meals will be served with ONE glaze. You, being the event planner, will choose one for everyone. When offering this option to your guests on your invitation, please note the glaze you have selected. Do not offer both options to them.*

### **CAKE**

We charge a \$2 per person cake fee. This is for us to cut and serve your cake to your guests. This is also for the use of our plateware, silverware, napkins and clean any mess associated with the cake. If you decide last minute to bring in a cake, you will be charged the \$2 per person cake fee.

There is no fee for cupcakes or cookies.

If you choose the Buffet or Sit Down Dinner option and want to bring in your own cake, you can have the cake fee waived if you opt out of our dessert offered with these two options. If you want your cake plus our dessert, then you will be charged the \$2 per person cake fee.

### **KIDS MEALS**

We offer banquet kids meals. These are plated meals that are for kids 11 and under. Our menu includes: Chicken Tenders, Mac and Cheese, Cheeseburger, Cheese Quesadilla and Broiled Salmon.

If the adults are doing a Sit Down Luncheon, the kids price is \$12.95. This includes a plated meal and one side. Drinks and dessert are not included in the price. Drinks are charged based on consumption.

If the adults are doing a Sit Down Dinner or Buffet, the kids price is \$16.95. This includes a plated meal, one side and dessert. Drinks are not included in the price. Drinks are charged based on consumption.

Pre-ordering of meals is required. Name cards are required for these kids meals as well. If it is only a few kids, we can take orders upon arrival.

## **BAR OPTIONS**

### ***Open Bar:***

With this option, you the event planner will be responsible for paying for alcoholic/non-alcoholic beverages for your guests. An open bar is based on consumption plus gratuity and taxes. You can pick and choose what you would like to offer your guests. A standard bar offers Bottled Beer, House Wine, House Liquor and Sodas/Juices. You can choose to offer more premium liquors for an additional price per drink.

20% gratuity an 10% tax is added on to all open bar consumed.

You can also control consumption of an open bar by offering one of the following:

- 1.) You can hand out drink tickets to your guests upon them entering into the banquet room. You will discuss with us in advance what these drink tickets are good for. If you want to give your guests drink tickets, you are responsible to supply and hand out the drink tickets. PJ Skidoos takes no responsibility.
- 2.) You can set a monetary limit.

Once all tickets are used or the monetary limit is hit, you have the option to continue offering a Cash Bar, where your guests pay for their own drinks. You will only be responsible to pay the cash bar bartender fee, which is \$100 for three hours and \$25 each additional hour after that to continue the cash bar. This is to tip the bartender for servicing your guests during the cash bar.

### ***Cash Bar:***

With this option, each guest will be responsible for paying for their own beverages. They can pay with cash or credit card. The event planner will only be responsible for the bartender fee, which is \$100 for the first three hours and \$25 each additional hour after that. This bartender fee is to tip the bartender for setting up your bar and servicing your guests throughout your event.

If you have an open bar and decide to switch to a cash bar, the bartender fee will still apply.

### ***Additional Bar Information:***

Sodas are \$3 each. Juices are \$3.50. There are no free refills in the banquet room.

We offer a soda package of \$10 per person plus gratuity and tax. This option is for unlimited sodas.

No outside alcohol may be brought in. All beverages will be provided by PJ Skidoos. Termination of event can occur if outside alcohol is found.

No underage drinking will be tolerated. Termination of event can occur if underage drinking is found.

**Corkage Fee:** If there is a special wine that you would like to offer, there is an option to bring your own wine to PJ Skidoos. For each 750 ml bottle, you will be charged a \$15 corkage fee. For each 1.5 L bottle, you will be charged a \$20 corkage fee.

## **TIME LIMITS**

You are given 5 hours for your event complimentary. This does not include setup and breakdown. Any extra hours are \$100 per hour. Last call in our banquet room is 12:30am.

## **SETUP**

We guarantee you 2 hours prior to your event start time for setup. If you need additional time, please let us know. If by two days prior to your event another event has not booked earlier in the day, we will offer you additional setup time complimentary. If you want to guarantee an earlier setup time, there is a \$500 day charge to reserve the room for you, since we are turning away other potential customers.

PJ Skidoos staff will setup tables, chairs, plateware, silverware, glassware and handle all of the bar and food. Please note that you are responsible for doing any additional decorating in the room, such as centerpieces, party favors, signage and other decorating to make the room personal to your event.

Our standard table is 6' round tables, which accommodates 8-10 people. For additional setups, we also have 5' round tables and also 8' long tables. Once you guarantee your number of guests, we can do a room setup diagram to ensure the best table setup for your room. If you are doing assign seating, please do not assign seating until we confirm the room diagram.

Please note that the maximum number of people that we can accommodate using banquet rounds is 120 people. Guests counts between 120-150 people, we must use long tables.

## **DECORATING**

You encourage you to decorate the room and make it as personal as possible. If you hang anything on the walls, we ask you do not use tape that will peel off our paint.

If you bring in centerpieces, we ask that you do not bring any confetti or glitter. It is extremely hard to remove from our carpet and chairs. There will be a \$100 cleaning fee applied to your bill if we find glitter and/or confetti.

If damage is done to the room, you will be charged a service fee to fix the damage. Service fee will be determined by PJ Skidoos based on the amount of damage done to our room.

## **SIGNAGE**

We will print a sign with your event name for the entrance of our restaurant and a sign for outside the banquet door. These signs will direct your guests to the banquet hall door. We will also notify our hostess of your event and she will direct guests to the banquet hall if certain guests do not see the sign. Please provide an accurate name of the event for us to use.

## **CENTERPIECES**

We rent centerpieces for \$5 per table. These centerpieces include a 12 inch round mirrored base, 12 inch tall clear glass hurricane vase, tall white candles and crystal candle holder. If you would like to see a picture, please ask the Banquet Manager.

## **ITEMS INCLUDED WITH THE ROOM**

We offer all tables, chairs, silverware, glassware, plateware, white table skirts for the rectangular tables, white napkin linens and white table linens.

## **LINEN COMPANY**

We supply white table clothes and white napkins. If you would like to have colorful linens or chair covers, we can recommend a great local company for you to contract through. We do not receive any commission on this referral. We are simply offering you a great vendor to use. Please ask us for our Vendor List.

## **HANDICAP ACCESSIBILITY**

We are not handicap accessible. After entering the private entrance, there are 10 carpeted steps with double sided railings going down into our banquet room straight from our parking lot. There is no elevator or ramp. Once in the lower level, everything is on one level. If handicap accessibility is a concern for you, we can offer you an entire section of our restaurant for your event. We have two alternative spaces that each hold 60 people.

## **AUDIO/VISUAL**

We have a **complimentary sound system and speakers** throughout our banquet room. This sound system will play light background music. You can connect to this system via an auxiliary cord. We have a USB-C and Apple converter; however, we always recommend to bring a back up converter if you would like to use the system. This system is not suited for loud dance music. If you need to play fun loud dance music, we can offer you a **large speaker** for a \$50 charge.

We also offer a **complimentary podium and wired microphone**. The microphone's sound evenly plays through the speakers throughout the room. If you are in need of **wireless microphones**, we have two for a \$25 charge.

We also offer a **complimentary screen** for any presentations. You would need to provide a projector and computer to play the presentation. You would need to provide speakers if there is any sound. We can offer you a **50" TV screen & HDMI cable** for a \$25 charge. You will need to supply your own computer. To hook up your computer, you would need it to be HDMI compatible. We have an HDMI cord but always recommend to bring a back up cord.

## **ENTERTAINMENT**

You are allowed to bring in your own entertainment. This includes a DJ, Band, Photo Booth, Casino Night, Trivia, Karaoke, Murder Mysteries etc. You will contract directly with the vendor. We do not receive any commissions for the referral. For recommendations on DJs, Photo Booths or Murder Mysteries, please ask for our Vendor List.

BY SIGNING THIS DOCUMENT, I HAVE READ THROUGH PJ SKIDOOS' POLICIES AND PROCEDURES OF THEIR BANQUET ROOM AND WILL ADHERE TO THEIR POLICIES AND PROCEDURES.

DATE OF EVENT: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

ESTIMATED NUMBER OF GUESTS: \_\_\_\_\_

ARRIVAL TIME: \_\_\_\_\_

DEPARTURE TIME: \_\_\_\_\_

CUSTOMER PRINTED NAME: \_\_\_\_\_

CUSTOMER SIGNATURE: \_\_\_\_\_

CUSTOMER PHONE NUMBER: \_\_\_\_\_

DATE OF SIGNATURE: \_\_\_\_\_

PLEASE RETURN A COPY OF THIS LAST PAGE TO [PJSKIDOOSFAIRFAX@GMAIL.COM](mailto:PJSKIDOOSFAIRFAX@GMAIL.COM) AFTER PROVIDING THE \$200 DEPOSIT.