



Event Contract

A signed copy of this contract along with your deposit (20% of the F & B minimum) and coordination fee are required to secure a date for your event here at Havana '59. To enter into a contract with Havana '59 the undersigned must be at least 25 years of age.

All prices quoted exclude applicable sales and other taxes, gratuities, rentals, flowers or decorations; unless an agreement is made between Havana 59 and the interested party prior to signing this contract. This agreement should be included as an addendum to this contract. All arrangements and final menu selections must be submitted at least 10 days prior to the event date.

Remaining balances are due in full on the day of the event. We accept cash, corporate checks and all major credit cards. Personal checks are not accepted. Deposits are refundable if an event is cancelled at least 14 days prior to the event, the deposit may be used as a food and beverage credit at Havana '59. If an event is cancelled less than 14 days prior to the event, the undersigned will be charged in full for the food and beverage minimum listed below, including all applicable tax and gratuity.

To ensure proper coordination and a successful event, additional arrangements, such as live music, decorations etc., which are not provided by Havana 59, should be thoroughly discussed and approved by management prior to the function. There is to be no use of glitter, confetti, or similar decorative items. Any such use will cause forfeiture of your deposit. Sparklers are illegal in the city of Richmond; therefore, there is to be no use of sparklers inside Havana '59 or outside of Havana '59, on our property. Further, if the host or their guests use sparklers on city property in front of Havana '59 we will not be held liable for any citations or fines imposed by the City of Richmond.

The host shall be held responsible for any physical damage done to the premises or furnishings of Havana 59. The host has three (3) days to pick up any decorations brought in by the host or on behalf of the host or they become property of Havana '59. The host will also have one (1) day, for edible remains and any/all electronics.



Outside food or beverage (apart from dessert(s)), especially alcohol, is not permitted. Consumption of alcohol not purchased at Havana '59 will be grounds for immediate termination of this event with no refunds given and the contract enforced in full.

Events where guests under 21 years of age may be present, we reserve the right to terminate the event at any point that a minor is caught with alcohol. The undersigned will be responsible for any difference between the food and beverage minimum and the total food and beverage sales at that time or the agreed upon special event order

Nothing shall be thrown over the 2nd or 3rd floor balconies to the street below. If any guest violates this term they will be removed from the event. It is at the manager on duty's discretion as to whether the entire event will be terminated at that time.

A liability waiver must be signed to remove any leftover food items from the building.

If the F & B minimum is not reached, the undersigned client will be liable for the difference.

Food and Beverage Minimum Cost: \$_____ (Does not include tax and gratuity)

Space Reserved: _____

Date: _____

Time of Event: _____

Duration: _____

Estimated Minimum Price of Event: \$_____ (including minimum, tax, and gratuity)

Deposit Required: \$_____

(Includes \$150.00 non-refundable coordination fee, that does not apply to minimum cost.

\$_____ of the deposit will be credited back to the host tab at the conclusion of the event.)



Client Name: _____

Client Phone Number: _____

Email Address: _____

Type of Card: _____ Expiration date: _____ Billing zip code: _____

Credit Card number: _____

Security Code on back of card: _____

Signature of client(s): _____

Type of Event: _____

Representative of Havana 59: Kristin Brown, Event Coordinator/Manager