



Lizardville
25380 Miles Road
Bedford Hts., OH 44146
Ph: 216-364-2337
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Barrel Room Agreement

Thank you for considering Lizardville for your upcoming event. The following information should help assist you with any questions you may have. If you require any further information, please feel free to contact any of our staff or Katie Salek Monday-Friday 9am-4pm at 216-831-0022 x34 or Ksalek@winkinglizard.com.

Available Rooms:

Barrel Room: A private room accessed from the main bar area. This room accommodates up to 30 guests. The room is handicapped accessible.

Time Availability: The room is available 4pm-Midnight. If you require a daytime event, please contact the party coordinator for available options. The room may be reserved for up to 3 hours. Additional time may be pre-arranged for an additional fee.

Reserving the Room:

There is a \$50.00 room rental fee and minimum spending requirement of \$350.00 to be purchased on food and beverages through Lizardville, prior to tax and gratuity. If your total bill does not meet or exceed the minimum, there will be an additional room fee added to the bill to reach the agreed upon minimum requirement. The room may be reserved with a \$100.00 non-refundable deposit and this signed room agreement. The \$100.00 deposit will be applied as a credit on your final bill. Payment may be made by Visa, Master Card, American Express, Discover, Cash or Check. Please note: personal checks are not accepted for final party payment. All guests in attendance must be at least 21 years of age, there are no exceptions to this rule.

Menu: Food will be served family style. You are free to take home any leftovers. All menu items must be pre-ordered in advance from the Barrel room menu. Please provide your finalized menu selections 2 weeks prior to the event date. A final guest count will be due 1 week prior to the event date. In the event you require more food items, over and above your pre-ordered items, we will do our best to provide you additional items from our regular Lizardville menu. We cannot allow any food or beverage items to be brought in with the exception of a cake. Please let us know if you require a cake or gift table.

Bar Options:

We have an extensive list of Flight options available. We have a Flight menu available for events. Beer, wine and liquor are also available.

Entertainment/Audio Visual Equipment: The room is equipped with a flat screen TV, internet access, satellite radio, and laptop hook-ups with an HDMI cord. We cannot allow guests to bring in a band or DJ.

Decorations: Feel free to bring in any decorations for your event. We ask that you do not put any holes in the walls and agree to use Blue tac or painters tape to hang any items. **Please do not bring confetti or sprinkles.** You may arrive before your event to decorate as long as there is not a previous event scheduled. Please arrange a time to set-up with your party coordinator. Decorations may be subject to manager approval. Host will be responsible for any damages to the room or excessive clean up charges. If Lizardville, in its sole discretion, feels that excessive clean-up will be required or damages to the room have occurred, your deposit will be retained. At the completion of the event, the staff will notate the extra items or damages incurred and the party coordinator will contact you on the next business day to determine if a portion of the deposit is able to be refunded. In the event the damages surpass the room deposit, you will be responsible for paying the difference.

Payment: Final party payment is due at the completion of your event. We request one check for the party food. A gratuity of 20% is requested on all events. All events are subject to current sales tax. If you belong to a tax exempt organization, you will need to provide a tax exemption certificate to your party coordinator prior to the event. If a certificate is not submitted in advance, you will forfeit your tax exemption status. This exemption only applies to the main party tab. We accept all major credit cards or a business check for final payment. Sorry, we cannot accept personal checks for final payment.

_____ Please initial that you have read and agree to the above listed terms.

Winking Lizard Room Agreement Continued

Date of Event: _____ Time of Event (please include starting and ending time): _____

Expected Guest Count: _____ Type of Event: _____

Room Reserved: _____

Name of Host: _____ Company: _____

Phone: _____ Additional Contact #: _____

Address: _____

Email Address: _____

Host Signature: _____ Date: ____/____/____

With the above signature, host has read all parts of the agreement and agrees to all provisions.

**** Office Use Only – do not complete beyond this point ****

Manager Signature: _____ Date Received: ____/____/____

Manager receiving deposit: _____ Date Received: ____/____/____

Amount Received: _____ Method of Payment: CK / CASH / VISA / MC / AMEX / DISC

Thank you for selecting Lizardville for your event and we look forward to working with you!

Menus can be viewed at www.lizardville.net.

