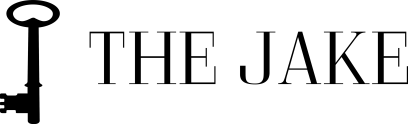
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Speakeasy Lounge

**Private Function Terms & Conditions**

**Thank You for your interest in The Jake Speakeasy Lounge. We are excited at the opportunity to host your event and make it a special and memorable experience for you and your guests. Please carefully read the material below to make sure all parties understand our terms & conditions.**

**1. Reserving Your Date**

To reserve your event date at The Jake Speakeasy Lounge requires the following:

A) A signed copy of our contract/terms and conditions acknowledging that you agree to and understand our policies for special events.

B) A Non-Refundable deposit acknowledging that you are committed to the date in question. The Room Rental Fee for the desired day of the week of your event will act as the deposit. Deposits can be made by cash, check or credit card.

We will hold a specific date for up to one week, if a deposit, signed contract/ terms & conditions is not received that date will no longer be held unless an agreement has been made with our event coordinator.

**2. Room Rental Fee**

Sunday -Thursday $200, Friday and Saturday $300. The room deposit gets applied to the rental fee and will not be deducted from your final food & beverage bill. The rental fee allows you the rental of the room for 3 hours. There will be an additional $75 per hour rental charge for parties that exceed the 3 hour time slot. The rental fee covers use of the venue, tables, chairs, plates, silverware, use of our sound system, TV's and linens.

**3. Availability & Times**

The Jake Speakeasy Lounge is available to rent 7 days a week from 11AM-1AM. We allow a 3 hour time slot per event unless otherwise discussed with the event coordinator and agreed upon. All daytime events must end by 4PM unless otherwise discussed and agreed upon.

**4. Occupancy**

The Jake Speakeasy Lounge can accommodate parties of 30-125 people. Maximum of 75 people for a seated dinner and a maximum of 125 for a cocktail event. There is a 30 person minimum to rent The Jake Speakeasy Lounge.

**5. Food**

All food & beverages must be prepared , supplied and served solely by The Jake Speakeasy Lounge. All of our menu options are served buffet style. Please Note that the set up is "Buffet Style" and not all you can eat. Ordering extra or ordering on the fly during the event is limited, please discuss with the events manager when placing your food order about which options are available. Cocktail parties or cocktail hours all appetizers will be placed on buffet table. Passed appetizers and plated meal options are available upon request although these options may require additional staff and cost. Due to health department regulations and licensing restrictions, we cannot package items to be taken home after the event. FOOD ALLERGIES DISCLAIMER- Although The Jake Speakeasy Lounge makes every attempt to accommodate guests with food allergies, and although our staff is aware of the seriousness of food allergies, there are still risks associated with cross contamination from other prepared foods, or from the vendor's ingredients. If you have a guest with food allergies , please make them aware of this risk.

Renter Initials \_\_\_\_\_\_\_\_\_\_\_\_\_

**6. Alcohol**

Rhode Island Law prohibits liquor to be brought onto or removed from the premises, including liquor nip favors, or wine centerpieces. All alcoholic are to be purchased at The Jake Lounge. The Jake Speakeasy Lounge does offer some bar options:

A. Hosted Bar- Host pays for all beverages both alcoholic and non alcoholic

B. Non Hosted Bar- A non-hosted bar indicates that guests pay for all their own beverages.

C. Partially Hosted Bar- There is also an option of a partially hosted bar in which you would offer to host a portion of the beverages such as wine, beer or liquor (or any combination you see fit

Any alcoholic beverages not provided by The Jake Speakeasy Lounge will be confiscated. Please inform your guests. Any guest consuming alcohol in the parking lot, and / or bringing alcohol into the building will be asked to leave the event, or may cause the termination of the function based on the discretion of the management.

In accordance with Rhode Island State Law, liquor cannot be sold to or be consumed by any person under the legal drinking age of 21. The Jake Speakeasy Lounge reserves the right to terminate an event if an underage guest in consuming alcohol or an adult is providing alcohol to an underage guest. The Jake Speakeasy Lounge reserves the right to refuse service to any guest who cannot produce clear identification and /or those who in the servers judgment appear to be intoxicated. Non compliance with this policy will result in the appropriate action by the facility staff. Please inform your guests. As the host , you are accountable for the behavior of your guests. Please help us by encouraging responsible drinking behavior.

**7. Food and Beverage Minimums**

We try to avoid these when we can , however during certain times of the year or certain days of the week we kindly ask that parties reach a food and drink minimum. Food and beverage minimum means as long as you and your guests spend what the minimum food and beverage is, not including tax and tip, you will not be charged anything extra. If you do not meet that number , the balance will be added to your final bill. Our events and catering manager will go over this with you and let you know if we're able to waive these based upon the circumstances.

**8. Menu Confirmation**

Your final menu must be confirmed 7 days prior to the event with our events manager. All menu selections must be sent via email and confirmed by events manager.(contact@ladder133.com) All food allergies and special requests must be made at this time as well. For any sit down plated dinners, the host must provide our events manager and individual seating / meal card for each guest at least one week prior to the event to insure the guests receive what they had requested

**9. Final Count**

All parties are responsible for payment of the final count or number of guests served, whichever is greater. All menu and final counts and or changes can only be considered accepted via email with confirmation of events manager no later than 7days prior to the event, unless arrangements have been made. There is no refund for meals provided for guests who do not attend.

**10. Payments, Taxes & Service Fees**

**All final payments are due 5 days prior to the start of the event**. We accept certified checks, bank checks, cash and all major credit cards. All dinners, served liquor, and additional purchased items are subject to a 7% Rhode Island Sales Tax and 1% RI Supplemental food & beverage tax. All food bills are also subject to a 20% Service Fee. The service fee is not a gratuity for the front of the house staff. The service fee covers the costs of all staff involved with the event, set up team, operations team, culinary team, all prep work and back of the house charges. It is not necessary to add gratuity to the food bill, however All OPEN BARS are subject to an automatic 20% Gratuity. Tax exempt organizations must provide a new certificate with each event booked. All parties are required to leave a credit card on file for incidentals. The card will not be charged otherwise. **Due to the high credit card processing fees we offer a 10% discount for all final payments paid with cash.**

Renters Initials \_\_\_\_\_\_\_\_\_\_

**11. Event Set Up, Decorations, and Cleanup**

Set up for all functions are one hour prior to event start time unless an earlier setup time has been agreed upon with the event manager. Please inform your vendors( baker, florist, DJ, band, etc) so as to not interfere with other events or room set-up. The Jake Speakeasy Lounge has round and rectangle tables available. Please confirm with the event manager as how you would like the room set up for your event at least 7 days prior to the event date. We have Black linens in house at no additional charge. If you would like another color there will be an additional charges.

**Confetti, glitter, rice, etc is not allowed. No decorations are permitted on walls, hung from ceiling, light fixtures or sprinkler heads. Due to fire code restrictions , we cannot allow the use of open flame candles, smoke or fog machines. There will be a $100 charge to the credit card on file if any of these restrictions are violated.**

**12. Entertainment/ Audio Visual**

Our sound system is available for background music during all events. The Jake has the capabilities of offering any type of genre of music through our audio service. If you would like to bring in an IPod and plug into our house system that is fine. We welcome you to hire entertainment for your event. We work with DJs on a regular basis and provide them at an additional cost. If you choose to bring your own DJ we require they contact us before the event to discuss our equipment and setup with the DJ. The Jake Speakeasy Lounge is equipped with three 60" TV's. If you would like to show a slide show or video, you must bring in a laptop with HDMI Capabilities. There is also a microphone available at no additional charge.

**13. Cakes & Desserts**

We allow outside cakes and desserts to be brought into The Jake Speakeasy Lounge, which will be cut and served by The Jake staff. We can cut and plate the cake at no additional charge. We will provide plates, napkins and silverware.

**14. Cancelation Policy**

ROOM DEPOSITS are NON-REFUNDABLE. Your deposit may be transferred to a future date with a minimum of 30 day notice , based on availability.

**15. SAFETY**

Parents of children of the invited guest are completely responsible for the well-being and behavior of their minor while on the premises of the Ladder 133, LLC . On site staff is at no time responsible to care for or watch your children. It is each parent’s responsibility to be alert to the location of your children at all times and ensure they do not exit the building**.**

**16. Conduct**

Any child or adult during the duration of the party is found to be destructive and/or abusive to the facility or staff will be asked to leave the premises. There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of Ladder 133, LLC staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases NO refund of the rental fee shall be made.

**17. Personal Property**

Ladder 133, LLC is not responsible for the clients or their guests personal property. It is the sole responsibility of each person entering the facility to be responsible for all belongings. Under no circumstances will Ladder 133, LLC take responsibility for any lost, missing or stolen property personal or otherwise.

**18. Damages**

Any excessive damage done to the The Jake Speakeasy Lounge facility or property shall be billed to the client for either replacement or repair. Any excessive mess (at the determination of the staff) done by children or adults resulting in extra cleaning of the facility shall be charged to the final bill.

Renter Initial's \_\_\_\_\_\_\_\_\_

**19. Liabilities**

Renter agrees to indemnify, defend, and hold Ladder 133LLC, its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by renter, its employees, and agents of alcoholic beverages at Ladder 133 LLC. In the event Ladder 133 LLC, its landlord, building owners, officers, employees and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, Renter agrees to pay Ladder 133, LLC , its officers, landlord, building owners, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by Ladder 133 LLC , including all collection expenses and interest due.

**20. The Jake Speakeasy Lounge reserves the right to cancel any event at any time( Including during the event) where our policies are not being observed or when the function is of nature not acceptable to The Jake Speakeasy Lounge. The Jake Speakeasy cannot be held responsible for occurrences beyond its control such as acts of God, equipment failure, etc.**

**We thank you for your cooperation in advance.**

**The Jake Speakeasy Management**

**Customer Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Date Of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type Of Function\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Est Amount of People\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Minimum Guaranteed Number Of Guests\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Entertainment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Black Linens on Tables Yes \_\_\_\_\_\_ No\_\_\_\_\_\_\_**

**Room Setup\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Do you need Cake Table or Gift Table\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Special Requests\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Food Package/Items\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Credit Card (For final payment if applicable) Type Of Card\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name on Card\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Card Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exp\_\_\_\_\_\_\_\_\_\_ 3 Digit Code \_\_\_\_\_\_\_\_\_\_\_**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_( Customer ) have read and agree to all terms and conditions of The Jake Speakeasy Lounge, and**

**agree to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Minimum Guaranteed number of guests.**

**Customer Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:**

**The Jake Speakeasy Lounge Events Manager Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:**