



4 South Lakeview Drive, Gibbsboro, NJ 08026  
 Phone 856-566-7300 Fax 856-566-1220 [events@thechophouse.us](mailto:events@thechophouse.us)  
 Event Coordinator Ms. Jai Avichal

**2021 Event Contract January 2 - November 26**

*(Separate contract, F&B minimums, and policies apply November 27-January 1)*

**Contact Name:** \_\_\_\_\_

**Phone#:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Event Type:** \_\_\_\_\_

*\*Maximum 4 hours per event; Morning/Afternoon events can be held between 11:30 am – 3:30pm; Evening events can begin at 2:00 pm*

**Number of Guests:** \_\_\_\_\_

**Requested Room:** \_\_\_\_\_

**Disclaimers:**

- The ChopHouse is bound to comply with any and all national, state, or local regulations, including those put in place related to COVID-19. These restrictions can include the ability to have indoor/outdoor dining, room availability, capacity per table or room, social distancing, style of service, and other potential variables that may affect scheduled events as we change our operations to ensure compliance. You will be notified should your event be impacted by any new or changed restrictions. The ChopHouse cannot be held responsible if changes to your event must be made due to these types of restrictions.
- The room indicated on this contract is what will be booked for your event. Should room changes need to be made for any reason, the ChopHouse cannot guarantee availability of another space and is not responsible for making changes on your behalf.
- The windows on Main Level Deck cannot be removed or installed for the sole purposes of a single event.
- The Lower-Level Outdoor Patio is not included as part of Lower-Level room rentals. This is subject to change and will be reviewed prior to your event.
- Events including a ceremony are subject to a one-time \$250 fee; ceremonies may last up to 60 minutes.

**Cancellation Policy:** If you need to cancel a Friday, Saturday, or Sunday function, you must contact the event coordinator no less than **30 days** prior to function or you will be charged for the minimum value set for your event. Monday through Thursday events require **7 days** notice for cancellation.

**Guarantee Policy:** For Monday, Tuesday, Wednesday and Thursday events, a final count needs to be received **72 hours** prior to the event. For Friday, Saturday, and Sunday events, we require a final count **7 days** prior to event. If we are not notified of accurate guest count, the count indicated on this contract will be the guaranteed number.

**Minimum Charges:** There are minimum Food and Beverage charges that apply to each room and daypart selected. These charges are outlined in the table below and **do not include 6.625% sales tax and 20% suggested gratuity**. Minimums are subject to change and will be confirmed **60 days** prior to your function.

Minimum Charges						
	Deck	Main Dining Room	Lower-Level* Private	Lower-Level* Semi-Private	Entire Lower-Level*	Entire Restaurant*
<b>Mon – Thurs</b>						
Morning/Afternoon	\$2,500	\$2,000	\$2,000	Entire Lower Level	\$2,000	\$6,000
Evening	\$4,000	N/A	\$1,250	\$1,000	\$2,250	Please call
<b>Friday</b>						
Morning/Afternoon	\$2,500	\$2,000	\$2,000	\$2,000	\$2,000	\$6,000
Evening	Please call	N/A	\$2,000	Please call	\$3,500	Please call
<b>Saturday</b>						
Morning/Afternoon	\$2,500	\$2,000	\$2,000	\$2,000	\$2,000	\$6,000
Evening	Please call	Please call	\$3,000	Please call	\$5,000	Please call
<b>Sunday</b>						
Morning/Afternoon	\$2,500	\$2,000	\$2,000	\$2,000	\$2,000	\$6,000
Evening	\$5,000	Please call	\$1,500	\$1,000	\$2,500	Please call

*\*Does not include Lower-Level Outdoor Patio*

**Note:** All food and beverage is subject to applicable state sales tax. Prices are subject to change and will be confirmed **60 days** prior to your function. **Tax Exempt Organizations** must furnish a certificate of exemption to restaurant prior to event. This agreement is void if it cannot be performed due to uncontrollable circumstances on our part. If food or service specified cannot be furnished for any reason due to such circumstances, other food and service may be substituted at prices ordinarily charged, but not in excess of price agreed upon.

A signature below and credit card information indicates that you have read and agree to the terms of this agreement as outlined above.

**Credit Card Type:** \_\_\_\_\_

**Credit Card #:** \_\_\_\_\_

**Exp. Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_