



4 South Lakeview Drive, Gibbsboro, NJ 08026
Phone 856-566-7300
events@thechophouse.us
Event Coordinator Ms. Jai Avichal

2022 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: _____

**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*

Event Type: _____

Number of Guests: _____

Requested Room: _____

Disclaimers:

- **The ChopHouse is bound to comply with all national, state, or local regulations, including those put in place related to COVID-19.** These restrictions include the ability to have indoor or 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. **While every effort will be made to accommodate your event, The ChopHouse cannot be held liable if changes must be made due to these types of restrictions.**
- **The room indicated on this contract is what will be booked for your event and is based on the current ability to service guests. If new or changed COVID-19 restrictions are imposed, The ChopHouse cannot guarantee availability of another space and is not responsible for making changes on your behalf.** The ChopHouse will communicate with you to let you know if any changes need to be made for any reason.

To Clarify:

- The Main Level Deck is an indoor dining area. **The windows on the Main Level Deck cannot be removed or installed for the sole purpose of a single event.**
- The Main Dining Room, Lower-Level Semi-Private Dining Room, and Lower-Level Private Dining Room are also considered “indoor dining”. The Lower-Level Semi-Private Dining Room and the Lower-Level Private Dining Room combine to make up the Entire Lower Level Dining Room.
- The Lower-Level Outdoor Patio is currently designated as “outdoor dining” per governor’s Covid-19 orders. As an outdoor space, the Lower-Level Patio is prone to factors such as heat, cold, rain, and wind. Windows cannot be put up, there are no heaters or air conditioning, and the event may not be able to be moved indoors. It is only available for afternoon events, and no evenings. If this status should change and your event need to be hosted indoors, your event would become subject to indoor dining restrictions.
- Events including a ceremony are subject to a one-time \$500 fee; ceremonies may last up to 60 minutes. Any service that requires the temporary removal of furniture, placement of rental chairs, and re-packing of rental furniture will incur a \$250 charge. This fee is separate from any ceremony charges. Podium rental is \$100.
- You will have access to your private space 90 minutes prior to your event. Balloons, candles, centerpieces are welcome. Confetti or glitter are not permitted, nor are items containing these items. There will be a \$200 cleaning fee for removal of these items.

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.

The Food & Beverage minimum is not a separate rental or administrative charge. It is the minimum amount required to be spent on food, alcohol, and non-alcoholic beverages.

	Main Level Enclosed Deck	Main Dining Room	Lower Level Private Dining Room	Lower Level Semi-Private Dining Room	Entire Lower Level Dining Room	Lower-Level Outdoor Patio
Mon – Thurs						
11:30am-3:30pm	\$2,500	\$2,000	N/A	N/A	\$2,000	\$2,500
Evening	N/A	N/A	\$1250	N/A	\$2,250	N/A
Friday						
11:30am-3:30pm	\$2,500	\$2,000	N/A	N/A	\$2,000	\$2,500
Evening	N/A	N/A	\$2,000	N/A	\$3,500	N/A
Saturday						
11:30am-3:30pm	\$2,500	\$2,000	N/A	N/A	\$2,000	\$2,500
Evening	N/A	Please call	\$3,000	N/A	\$5,000	N/A
Sunday						
11:30am-3:30pm	\$2,500	\$2,000	N/A	N/A	\$2,000	\$2,500
Evening	\$5,000	Please call	\$1,500	N/A	\$2,500	N/A

Note: All food and beverage is subject to applicable state sales tax. Prices are subject to change and will be confirmed **14 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: _____ **CSV:** _____

Signature: _____ **Date:** _____