

# Mad Mex

Thank you for selecting Mad Mex for your upcoming event.  
It is our pleasure to serve you and your guests.

## EVENT CONTRACT FOR:

Host's Name:

Host's Phone:

Host's Email:

Event:

Number of Guests:

Date:

Time:

Guests Area: Private Room

***In order to consider these arrangements confirmed and secure, please sign and return:***

1. A signed copy of this Contract.
2. A deposit of **\$???.00** may increase if additional space is needed  
This deposit is equal to fifty 50% of the total estimated balance and is due ASAP. **\$???.00** (maybe more) is the total minimum required to be spent and this does not include tax and gratuity. The deposit will be deducted from the total at the end of your event. Please circle the minimum associated with your event.

- Weekday minimums-Mon thru Thurs:
  - \$500-Party room only (up to 24 seated or 30 standing)
  - \$1,000-Party room + half the mezzanine (up to 42 seated)
  - \$1,500-Party room + the entire mezzanine (up to 60 seated)
- Weekend minimums-Fri, Sat, Sun:
  - \$750-Party room only (up to 24 seated or 30 standing)
  - \$1,500-Party room + half the mezzanine (up to 42 seated)
  - \$2,250-Party room + the entire mezzanine (up to 60 seated)

3. A completed credit card authorization form. (Attached)

This form will be used to process the required deposit amount.

**\*Balance is due at the completion of the function.**

The following Arrangements would apply to your event:

## DEFINITIONS

“Restaurant”-Mad Mex, operated by big Burrito Restaurant Group / Whole Enchilada Inc. which is hereinafter referred to as the “Restaurant.”

“Host”-the person, corporation, entity, organization, or association contraction with the Restaurant for a function.

“Function”-any banquet, reception, meeting, or other event to be conducted on the premise of the restaurant and subject to terms on this agreement.

## GUARANTEES

Exact attendance for all catered functions must be made by the Host at least five (5) full working days in advance of the function. This count is not subject to reduction after the one hundred, twenty (120) hour deadline. If no guarantee is received, the Restaurant will assume the guarantee to be the number shown on the contract. **The minimum spent on food, beverage, and alcohol is \$???.00. Minimums do not apply to take out, six-packs, or gift cards.**

#### ARRANGEMENTS

Banquet menus, room arrangements, and all other details pertaining to the function must be submitted no later than seven (7) days prior to the date of the function.

#### TAXES

All federal, state, municipal, and other taxes imposed on or applicable to the function which is subject to this agreement are payable by the Host in addition to any and all other charges set forth elsewhere. If you are a tax-exempt group, please provide a current copy of the tax exemption form in advance so that taxes can be properly deleted from your account.

#### GRATUITIES

Suggested gratuity of 20% is recommended. This will not be automatically added to your check but left to your discretion.

#### PAYMENT PROCEDURES

Final payment of invoices is due at the completion of the function. If arrangements have been made and approved for payment other than the time of the function, payment of the total balance due must be made within 30 days of the billing date. All accounts not paid within thirty (30) days are subject to a finance charge of one and a half (1 1/2) percent per month on the unpaid balance, which is an annual percentage rate of eighteen (18) percent and to payment of attorney fees, investigative costs, and court costs incurred by the Restaurant in collection of any balance due on account.

#### CANCELLATION

If necessary, cancellations can be made and full deposit returned only if notice is given at least forty-five (45) days in advance of the function. **Full deposit will be forfeited if required forty-five (45) day notice is not given.**

#### PROPERTY DAMAGE

Any damage to Mad Mex property, building, equipment, artwork, furniture, may result in payment in full and or added charges to the credit card provided.

#### PRICES

Prices are subject to change without notice, and do not include sales tax or service charges.

#### FOOD AND BEVERAGES

The Host shall not bring any food or beverage of any kind into the function nor permit any of his/her guests or invitees to bring food or beverage of any kind to the function from off premises, except with the express, written permission of the Restaurant. Wedding cake is permitted. The Restaurant reserves the right within the sole discretion of its officers, employees, or servers to refuse or discontinue the service of alcoholic beverages to any person or persons attending the function and to refuse or discontinue entirely the service of alcoholic beverages at anytime during the function. The Restaurant further reserves the right to refuse service of alcoholic beverages to any person under the age of twenty-one (21) or any person that is believed to be under the age of twenty-one (21) who cannot provide proper proof of age. Minimum food orders do not apply to take out or gift cards.

#### SECURITY

The Restaurant will not be responsible for articles or merchandise left at the function site prior to, during, or following your function.

#### NON-PERFORMANCE

In the event that the Restaurant is unable to perform its commitment because of physical shutdown or any governmental restriction upon travel, suppliers, or any labor difficulties in the nature of strikes or otherwise, or any other cause or event beyond the Restaurants reasonable control, the Restaurant shall be excused from performance and may terminate its contract without liability of any kind.

Please contact me at your earliest convenience if you have questions. If the above agreement meets with your approval, please sign and return this contract to my attention. Our entire staff looks forward to working with you to ensure a most successful event.

Sincerely,  
Mad Mex Management Team  
Private Party Coordinator/Restaurant Managers Mad Mex Shadyside

Host's Signature \_\_\_\_\_ Date \_\_\_\_\_

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