

Crab Louie's Seafood Tavern

Event Quotation

1352 Sycamore Sq.
Midlothian, VA 23113

Quote By: _____

DATE _____

Mailing Address PO Box 402

Event Date _____

Phone: 804-378-4977

Customer Name: _____

Special Occasion: _____

Customer Contact #: _____

Customer Email: _____

of Guest (Initial) : _____

Credit Card Info for Deposit

Final Guest Count : _____

Card Type: _____

Event Start Time : _____

Name on card: _____

End Time (2.5 hrs from start): _____

Card # _____

Event Deposit :

EXP Date: _____

of Guest X \$10 = Deposit Amount

CSV on back: _____

Comments or Special Instructions:

QUANTITY	DESCRIPTION		UNIT PRICE	TAXABLE?	AMOUNT



SUBTOTAL	\$	-
TAX RATE		5.30%
SALES TAX	\$	-
GRATUITY 20%	\$	-
TOTAL	\$	-
Billable Minus Deposit	\$	-

THANK YOU FOR YOUR BUSINESS! _____

Minimums and Security Deposit

The **Gallery Room** will accommodate up to 50 guests and has a minimum purchase amount of \$750.00 (Mon. thru Thur.), \$850 (Fri. thru Sun.) for any evening event starting at 3pm or later and \$500 (Mon. thru Thur.), \$600 (Fri. thru Sun.) for any Luncheon event starting between 11:30am to 2:30pm. THERE IS NO ROOM CHARGE WHEN THE MINIMUM PURCHASES ARE MET!

This would include the purchase of all food and beverage (excludes tax & gratuity). If the minimum is not met, the difference of purchases below the room minimum would be charged as a room charge to bring it up to the required minimum or, depending on party size, the party may be moved to our main dining options if available.

Example: Food & beverage comes to \$625 then the room charge is \$125 to equal \$750. Taxes and gratuity are based at the \$750 total as staffing does not change.

We will always work with you to make sure your event is exactly as you wish & will alert you during the time of booking the event if your cost is below the threshold applicable.

Crab Louie's Patio Room will accommodate up to 44 guests and has a minimum purchase amount of \$700.00 (Mon. thru Thur.), \$800 (Fri. thru Sun.) for any evening event starting at 3pm or later and \$450 (Mon. thru Thur.), \$550 (Fri. thru Sun.) for any Luncheon event starting between 11:30am to 2:30pm. THERE IS NO ROOM CHARGE WHEN THE MINIMUM PURCHASES ARE MET! .

This would include the purchase of all food and beverage (excludes tax & gratuity). If the minimum is not met, the difference of purchases below the room minimum would be charged as a room charge to bring it up to the required minimum or, depending on party size, the party may be moved to our main dining options if available.

A **security deposit** is due at the time of booking the event reservation for the room. This is calculated at \$10/ guest which may be paid via credit card or cash. If this event's bill will be on one check then we will put the deposit amount towards the final bill and you would receive a bill for the residual amount to be paid at the end of your event plus Taxes and gratuity based off the total amount of the bill, residual amount + deposit.

The deposit is refundable, minus 3% for credit card fees charged to the restaurant by all credit card processors per transaction, if a cancellation should occur 7 days or more prior to the day of the event and non-refundable should a cancellation occur with less than 7 days until the day of the event. If more than one check for the event then the security deposit will be refunded within 10-14 days of the event (again, minus 3% for credit card fees charged to the restaurant by all credit card processors per transaction) unless paid in cash.

We do have several areas that will accommodate a group between 6 and 20 guests that are in our main dining areas and do not require minimums or the use of a banquet menu. There is, however, still a security deposit payable at the time of making the reservation for larger groups of 15 to 20 guests that again will be applied to the final check if the group requires only one check. If separate checks then the security deposit will be refunded within 10-14 days of the event (minus 3% for credit card fees charged to the restaurant) unless paid in cash.

Again, thank you very much for considering Crab Louie's Seafood Tavern for your special event.

Clients Signature: _____