



## *TERMS and FEES*

### *Booking*

Bistro Elaia requires a minimum of 72 hours' notice for booking any event. In the case of events for over 75 people or with special requests a weeks' notice is greatly appreciated. Last minute additions to an event will be honored if possible, but may incur an additional charge.

### *Guaranteed Attendance*

The final count and menu must be confirmed no later than 2 days prior to the event unless agreed upon by both parties. This is your guaranteed attendance and what you will be charged for your event. We will try and accommodate last minute changes if possible for an additional charge.

### *Payment*

Bistro Elaia accepts most forms of payment. Full payment is due on the date of the event or prior to the event.

### *Timeline*

A delivery time, start time and end time must be established for your event. Additional fees may be incurred if event goes beyond the agreed upon end time.

### *Cancellation by Client or Venue*

It is the responsibility of the client to have a secured venue for their event before placing an order with Bistro Elaia. In the case of the Colorado Health and Wellness Center these requests do not go through the Bistro. Cancellations can be made no later than 2 days before the event, and may result in a cancellation fee.

### *Cancellation by Bistro Elaia*

Bistro Elaia reserves the right to terminate this contract for any reason at no cost to the client.

### *Site Access*

At any venue, the facility provisions will be reviewed and the responsibility of Bistro Elaia to notify client of setup/cleanup time necessary and setup/cleanup cost for the event. It is client's responsibility to provide contact information for the site to Bistro Elaia and have the site available in a timely matter the day of the event. A home party will require site access of a minimum of an hour before start of event. *The site fee is separate from Bistro Elaia fees and is not included in Bistro Elaia pricing.*

### *Staff*

Bistro Elaia will provide all staff for the event in regards to the catering of the food/alcohol service and agreed upon setup and cleanup for the event. You may be billed for additional staff hours if your event does not adhere to the agreed upon timeline.

### **Rentals**

You may provide all or part of your own rental items for your event. Bistro Elaia can give you an estimated cost / list of rentals for your event upon client's request. You may change / cancel at any time. However, certain items may incur cancellation fees. If Bistro Elaia is coordinating rentals, on your behalf, through a rental company you will be invoiced for the rental items through Bistro Elaia. Any loss or damage of rentals will be billed to you after your event.

### **Damages**

Bistro Elaia assumes no responsibility for ANY damage or loss of any merchandise, equipment, furniture, clothing or other valuables prior to, during or after the event. We will do everything possible to ensure that all your supplies, rentals and equipment are cared for and maintained in good working order and without damage. Bistro Elaia reserves the right to charge for any missing or damaged equipment and / or rentals, provided by Bistro Elaia, attributed to individuals attending the event.

### **Third Party Liability**

Bistro Elaia assumes no responsibility for the conduct of guests, members and third parties hired to provide services.

### **Fees**

There will be an 18% Service charge and all applicable taxes added accordingly to all Bistro Elaia set-up events.

### **Drop off Delivery Fee**

Deliveries on the Anschutz Medical Campus are not charged a delivery fee (with a \$50.00 minimum). Off campus and up to 20 miles from the Bistro location will be charged a \$15 delivery fee (with a \$100.00 minimum). Over 20 miles will be charged a \$30 minimum delivery fee (with a \$100.00 minimum)

**All terms and fees are subject to change without notification\***

Visit us on the web at [www.bistroelaia.com](http://www.bistroelaia.com)

Client Name: \_\_\_\_\_ Date: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Bistro Signature: \_\_\_\_\_ Date: \_\_\_\_\_