



# PRIVATE EVENT CONTRACT

## **ABOUT THE SPACE**

The Rhu Bakehouse is a beautiful place to celebrate a special occasion or host a private event. Large windows overlooking Lexington Avenue and the high ceilings create a bright loft-like ambiance with rustic-chic finishes in keeping with the farm-to-table approach of Rhubarb. The space can accommodate approximately 60 seated guests and can be divided into smaller “rooms” to create a more intimate setting for smaller groups.

## **EVENT MANAGEMENT & COORDINATION**

Rhubarb’s Event Manager will assist the Client with all details pertaining to their event, and serve as the liaison with the chef and staff. For wedding receptions, Rhubarb’s Event Manager will work in conjunction with the wedding planner. An Event Manager will be on site to ensure proper execution of your event.

A guarantee of the number of guests is required fourteen (14) days prior to the event. This count will serve as the minimum billing amount at which point the guest count cannot be reduced. If the guest count increases, Rhubarb must be advised as soon as possible. The increased count will be the final guest count (minimum billing amount). Should the number of guests in attendance at the function be over the final guest count, the final invoice will reflect the increase. Guests who are in attendance at the event but do not eat or drink will still be counted towards the final guest count with the exception of children under the age of 12. Guest count restrictions are subject to change according to current Covid-19 restrictions for North Carolina.

Menu selections are required thirty (30) days prior to the event.

## **START & END TIMES**

The earliest start time is 5:00PM for Evening events with a maximum of four (4) hours of event time covered by deposit pricing. The latest start time is 7:30PM and latest conclusion time is 10:00PM for Evening events. If the Client wishes to start later than 6:00PM for Evening events, it will result in the reduction of event time. Rhubarb will not adjust pricing to accommodate late start times. All decor, vendors, guests, and Clients must vacate the space by 10:30PM for Evening events. If the Client wishes to extend their event past four (4) hours, a fee of \$150 will be charged for each additional hour or fraction thereof.

## **BAKERY KITCHEN**

The Rhu Bakehouse houses Rhubarb’s active bakery kitchen, which is a unique and special addition to the charm of the space. As guests enter, they will be greeted by the scent of fresh baked goods and will be able to observe our pastry team producing some of Rhubarb’s favorite specialty treats.

During an event, large barn doors help create separation between the dining space and the bakery kitchen. Rhubarb is unable to adjust the bakery production schedule based on events.

## **USE OF FACILITIES**

Rhubarb's facilities are reserved for social or educational events with no overt sales or marketing to attendees. We strictly prohibit public advertisement and media coverage of any kind for events hosted at Rhubarb without prior consent. Rhubarb reserves the right to market and promote this event following its execution with the consent of the client. The space is wired for sound and the receiver can be connected to through Bluetooth through the client's device, or through Rhubarb's device via a public Spotify playlist.

## **DISPLAYS AND DECORATIONS**

Clients are responsible for the setup and breakdown of any and all decor arrangements. Any special equipment needed to set up (ladders, wire, matches, etc.) will be the responsibility of the Client to bring and store. Clients can bring decorations with the exception of glitter and confetti. Rhubarb will not permit the affixing of anything to the walls, floors, light fixtures, or ceilings of any room. Candles are allowed but the use of candle holders with drip plates is required to prevent wax damage to Rhubarb's tables, chairs, and/or floors. It is the responsibility of the guest to light these candles. Any wax damage to Rhubarb's tables, chairs, and/or floors will incur a \$100 damage fee. Deliveries and set-up on the day of your event must be arranged with the Event Manager. Client/Designated Representative(s) will have access to the space 1 hour before the start of the event, unless prior approval from the Event Manager. All decorations and special equipment must be removed at the conclusion of the event unless otherwise agreed upon with Rhubarb's Event Manager.

## **RENTALS**

Should your event require additional equipment that will need to be rented through a third party, it will be at the expense of the client. Any party over 60 guests will require additional glass rental.

## **DAMAGES POLICY**

Beyond issues of standard wear and tear, the Client agrees to assume responsibility for the cost of repairs for damages resulting to facilities or rentals by the Client, the Client's guests, or the Client's contractors. Rhubarb is not responsible for damage or loss of any items prior to, during, or following any function.

## **FOOD & BEVERAGE**

Outside food, including wedding cakes and specialty desserts, is not permitted. Menu prices are subject to change based on market price & availability. All menus are priced per person, with each item charged according to the stated menu price. Dinner will be served family style for all parties. For groups of 30 or less, plated dinner service or buffet service can be offered for an additional fee.

## **FAMILY STYLE SERVICE**

Rhubarb believes in the transformative power of passing and sharing food and in the memorable moments it creates. Courses are delivered to each table on family-style platters and bowls; guests serve themselves. Entrees and sides may be paired on the same platter. Rhubarb reserves the right to have event staff move any table decor that hinders family style service during a seated meal.

## **VENDOR MEALS**

Vendor meals can be provided at a discounted rate and will consist of single portions of the selected menu.

## **CHILDREN & ADOLESCENTS**

Children 12 years and younger may enjoy the provided menu items or their own plated kid's meal at a discounted rate. Adolescents, ages 13 to 21, will be charged the regular meal pricing. Alcoholic bar pricing will be taken out of the per person package rate for all guests under the age of 21. All guests under the age of 21 will be charged the non-alcoholic beverage package rate. Please include the number of children or adolescents in each age range (<2 years old; 3-12 years old; 13-20 years old)

## **DIETARY RESTRICTIONS & ALLERGIES**

With proper advanced notice, Rhubarb will make every effort to accommodate guests and vendors with dietary restrictions and food allergies. Depending on the nature of the restriction and the details of the final chosen menu, our Chef will either adjust menu selections to accommodate the restrictions for that guest, or will prepare a suitable alternative.

Complete dietary restriction and allergy information must be submitted with the Client's final guest count. If this information is not provided at least two (2) weeks prior to the event, we cannot guarantee suitable options will be available for guests with dietary restrictions and allergies. Client must provide table assignments at least one (1) week in advance, indicating which tables require any alterations to the menu (kids meals, dietary restrictions, and allergies).

Rhubarb is a large and busy kitchen and cannot guarantee that cross contamination will not occur.

## **SPECIALTY DESSERTS AND CAKES**

The talented pastry team from Rhubarb and The Rhu is happy to make an event more celebratory with a special cake or dessert. Pastry Chef Becca Schiller will work with the Client to turn their ideas into a delicious treat.

## **ALCOHOL**

Rhubarb's standard beverage packages are open bar and charged per person for the convenience and enjoyment of the Client and their guests.

A corkage fee of \$25 per 750ml bottle will be charged for any bottle brought into the event space.

Rhubarb provides responsible alcohol and beverage service consistent with North Carolina Alcohol Beverage Control statutes. We will not serve individuals who appear intoxicated or cannot provide proper identification upon request. Bars are not permitted to serve alcohol in the form of shots. Rhubarb reserves the right to close the bar at the discretion of the manager on duty if alcohol consumption is excessive and problematic. There will be no exceptions to the rules. If you choose to serve alcohol that is not on Rhubarb's beverage menu, it is required that you purchase the special order in its entirety. Smoking is prohibited on Rhubarb property.

Alcohol inventory is subject to availability and substitutions will be made if necessary.

The Rhu Bakehouse will close the bar 30 minutes prior to the event end time or at 9:30PM in accordance with Rhubarb's alcohol licensing.

## **CEREMONY & RECEPTION**

Facility space rental for ceremony prior to reception is considered a separate event. There is a \$1000 facility fee for the ceremony plus the standard deposit for the seated dinner reception. Prior to the ceremony, Client/Designated Representative(s) will have access to the space 1 hour before the start of the event, unless prior approval from the Event Manager.

Ceremony space can be used for a guest count up to 25 people. Additional guests, 26 to 60 people, may attend at the start of the seated dinner reception. Cocktail hour before dinner will be determined by current Covid-19 restrictions for North Carolina.

Rhubarb's on-site event management services are limited to the planning and execution of food, beverage, and venue services. Our Event Manager does not provide wedding planning or day-of coordination services. We strongly encourage all clients who choose to have a ceremony in The Rhu Bakehouse to have a professional Ceremony Coordinator. This role is best filled by a reputable professional wedding planner or day-of coordinator. Please inquire about our Preferred Vendors List, which includes a list of talented planners and coordinators.

## **STANDING RECEPTIONS & WELCOME PARTIES**

Facility space rental for standing receptions or welcome parties prior to or post seated dinner reception is considered a separate event. There is a \$500 facility fee for the standing reception plus the standard deposit for the seated dinner reception. Standing reception space can be used for a guest count up to 75 people.

## **THE RHU CAFE**

For parties larger than 75 guests, use of the Rhu Cafe is required. There is a \$1000 facility fee for use of the space plus the standard deposit for the event space. Use of the Rhu Cafe is provided for up to one (1) hour free of charge to Ceremony & Reception events to give guests a space to relax and mingle while Rhubarb's event staff breaks down the ceremony and sets up for the reception. A \$500 facility fee will be charged to the Ceremony Client if food and/or beverage service is requested in the space during this time. Client/Designated Representative(s) will have access to the Rhu Cafe no earlier than its closing time of 4:00PM.

## **PAYMENT**

The deposit is due upon signing the contract to reserve the space. We accept payment by check, electronic check, or credit card. All events require a valid credit card on file for guarantee of final bill. Returned checks and electronic drafts will be subject to a \$15 service fee. A 3% processing fee will be added to all credit card transactions.

### **CHECKS MAY BE MADE PAYABLE TO:**

Ramoth Group  
7 SW Pack Sq  
Asheville, NC 28801

All prices are subject to change without notice until the Client's contract is signed and deposit is received. In the event of a significant change in pricing from our suppliers, menu prices are subject to change up to 90 days prior to the event.

Final payment will be invoiced following the event and payment is due no later than 14 days by check or credit card. As noted above, a credit card will be required to be held on file. This card will be charged in the event that prompt payment is not made. Should the invoice go past due, Rhubarb reserves the right to engage a third party for collection.

## DEPOSIT PRICING

The deposit pricing covers our standard facility fees: all in-house tables, chairs, plates, glassware, flatware, and napkins. The Rhubarb/Rhu staff will be responsible for the setup and breakdown of these items. Use of the smart TV and stereo system is also included. Deposit pricing includes a maximum of four (4) hours of event time with the exception of Ceremonies, which include a maximum of five (5) hours of event time. Additional time may be added for a fee. Rhubarb will not adjust pricing to accommodate shorter event times.

Deposit pricing does not include food and beverage, service fees, sales tax, rentals, upgrades, decor, or the setup and breakdown of decor arrangements.

## NOVEMBER, DECEMBER, JANUARY, FEBRUARY, MARCH

	DEPOSIT / FACILITY FEE	F&B MINIMUM
<b>WEEKEND EVENING (FRIDAY &amp; SATURDAY)</b>	\$1500 up to 35 guests \$1750 up to 60 guests	\$2500 up to 35 guests \$3500 up to 60 guests
<b>WEEKNIGHTS (SUNDAY, through THURSDAY)</b>	\$1000 up to 35 guests \$1250 up to 60 guests	\$1500 up to 35 guests \$2500 up to 60 guests

## APRIL, MAY, JUNE, JULY, AUGUST, SEPTEMBER, OCTOBER

	DEPOSIT / FACILITY FEE	F&B MINIMUM
<b>WEEKEND EVENING (FRIDAY &amp; SATURDAY)</b>	\$1750 up to 35 guests \$2000 up to 60 guests	\$3000 up to 35 guests \$4000 up to 60 guests
<b>WEEKNIGHTS (SUNDAY through THURSDAY)</b>	\$1250 up to 35 guests \$1500 up to 60 guests	\$2000 up to 35 guests \$3000 up to 60 guests

## SERVICE FEE & TAX

Food and beverage sales are subject to a 22% service charge and NC Sales Tax. Any additional goods and services will be added to the final invoice, plus NC sales tax. The service fee covers the hourly wages for event staff; no additional gratuity is required, though it is always appreciated. Cash, or any payment made by check (electronic or physical) in excess of the invoice amount, will be considered gratuity.

## FINALS DEADLINE FEE

A \$150 fee will apply if final details including food and beverage selections, guest count, dietary restrictions and allergies and agenda are not received and confirmed by 14 days prior to the event date unless prior approval by the Event Manager.

## CANCELLATIONS

Should the Client wish to cancel the event, the following guidelines regarding the deposit and cancellation fees will apply:

- For cancellations more than 180 days prior to the event date, 75% of the deposit will be refunded.

- For cancellations more than 120 days in advance, 50% of the deposit will be refunded.
- For cancellations less than 120 days prior to the event date, the deposit will be non-refundable.
- For cancellations less than 45 days prior to the event date, Rhubarb reserves the right to charge a cancellation fee of 25% of the total cost of the food and beverage contracted to be provided.
- For cancellations less than 30 days prior to the event date, Rhubarb reserves the right to charge a cancellation fee of 50% of the total cost of the food and beverage contracted to be provided.
- For cancellations within 10 days of the event, the Client will be charged for the full price of the food and beverage contracted to be provided.

Should the Client wish to reschedule the event, the following rescheduling fees will apply:

- For reschedules more than 180 days prior to the event date, there will be a rescheduling fee of \$500.
- For reschedules more than 120 days in advance, there will be a rescheduling fee of \$1000.
- For reschedules less than 120 days in advance, there will be a rescheduling fee of \$1500.
- For reschedules less than 14 days prior to the event, there will be a rescheduling fee of \$2500.

In the unlikely situation in which Rhubarb is unable to execute an event as planned due to an Act of God, a postponement date will be offered to the guest. This date offered by the Manager will be the earliest, most convenient date for Rhubarb. If the guest count is affected by the rescheduling, management will use discretion in billing on a case-by-case basis.

Please sign and date the contract and return with your deposit. Checks should be made payable to Ramoth Group.

**DATE OF EVENT:** \_\_\_\_\_

**CLIENT NAME PRINTED:** \_\_\_\_\_

**CLIENT SIGNATURE:** \_\_\_\_\_

**DATE SIGNED:** \_\_\_\_\_

**RHUBARB REPRESENTATIVE:**           *Katie Page*

# EVENT DETAILS

TYPE OF EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

STARTING TIME: \_\_\_\_\_ ENDING TIME: \_\_\_\_\_

ESTIMATED NUMBER OF GUESTS: \_\_\_\_\_

ADULTS: \_\_\_\_\_ ADOLESCENTS (UNDER 21 YEARS): \_\_\_\_\_

CHILDREN (3-12 YEARS): \_\_\_\_\_ CHILDREN (UNDER 3 YEARS): \_\_\_\_\_

ADDITIONAL NOTES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COUPLES/NAMES: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CREDIT CARD: \_\_\_\_\_ EXP: \_\_\_\_\_ CVC: \_\_\_\_\_

*\*Please note the Credit Card on file is to secure the reservation, not used to pay for the event.*

----- **FOR**

## OFFICE USE ONLY

CONTRACT NO. : \_\_\_\_\_

DEPOSIT AMOUNT: \_\_\_\_\_

F&B MINIMUM: \_\_\_\_\_

MENU CONFIRMATION : \_\_\_\_\_

BEO/GUEST COUNT : \_\_\_\_\_

INVOICE : \_\_\_\_\_



# ACH AUTHORIZATION FORM

Please return this signed form with a copy of a voided check associated with the account authorized for payment.

I authorize Ramoth Group / Rhubarb to initiate either an electronic debit or to create and process a demand draft against my bank account on or after \_\_\_\_\_ for the amount of \_\_\_\_\_. I acknowledge that the origination of ACH transactions to my account must comply with the provisioning of United States law. All returned transactions are subject to a \$15 returned check fee.

My account information is as follows:

## BANK INFORMATION

**BANK ABA NUMBER [CLIENT'S ROUTING NUMBER]:**

\_\_\_\_\_

**BANK ACCOUNT NUMBER [CLIENT'S ACCOUNT NUMBER]:**

\_\_\_\_\_

**BANK ACCOUNT TYPE [CHECKING, SAVINGS, BUSINESS CHECKING]:**

\_\_\_\_\_

**CLIENT SIGNATURE:** \_\_\_\_\_

**CLIENT NAME PRINTED:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**DATE SIGNED:** \_\_\_\_\_





# CREDIT CARD AUTHORIZATION FORM

CARDHOLDER NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CREDIT CARD TYPE:  VISA  MASTERCARD  DISCOVER  AMEX

CREDIT CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

CARD IDENTIFICATION NUMBER (CVV LOCATED ON THE BACK OF CARD): \_\_\_\_\_

AMOUNT TO CHARGE: \$\_\_\_\_\_ (USD)

I authorize Ramoth Group / Rhubarb to charge the agreed amount listed above + a 3% credit card processing fee to my credit card provided herein. I agree that I will pay for this purchase in accordance with issuing agreement.

**CARDHOLDER — PRINT NAME, SIGN, AND DATE BELOW**

CUSTOMER SIGNATURE: \_\_\_\_\_

CUSTOMER PRINTED NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_