



PRIVATE DINING – GENERAL GUIDELINES

Commonwealth Indian Restaurant

1. **Overview**

These guidelines outline the terms and conditions for hosting a private dining event at Commonwealth Indian Restaurant.

2. **Contract & Deposit**

A signed Private Dining Contract and a non-refundable deposit of \$250 are required to secure your reservation. This deposit will be applied to your final bill on the day of the event.

3. **Room Charges**

A room overstay fee of \$250 will be charged for every additional 30 minutes beyond the contracted event time.

4. **Cancellations**

All cancellations will result in forfeiture of the deposit.

5. **Menu Selection**

- Final menu selections must be submitted at least seven (7) days prior to the event.
- If guest count increases, the restaurant reserves the right to substitute entrées of equal or greater value at the client's expense.
- Charges will reflect the guaranteed guest count or actual number served—whichever is greater.
in advance.

6. **Guest Guarantee**

A final guest count must be confirmed seven (7) days before the event. This number is considered final and cannot be reduced. If no confirmation is received by five (5) days prior, the original estimate listed in the contract will be used.

7. **Pricing**

- Prices are guaranteed for events scheduled within 90 days of contract signing.
- For events beyond 90 days, prices may change without notice, but increases will not exceed 10% for signed contracts.
- Clients must confirm final menu pricing with management one week prior to the event.

8. **Food & Beverage Policy**

- All food and beverages must be provided by Commonwealth Indian Restaurant.
- Exceptions include wedding/birthday cakes, nuts, or mints.
- A \$2 per person fee applies for cake cutting and plating.
- No outside alcoholic beverages are permitted, per Maryland Alcohol and Tobacco

Commission regulations.

- All food and drink must be consumed on-site. Leftovers from no-shows cannot be packaged to-go.

9. **Final Payment**

- Payment is due at the conclusion of the event.
- Accepted forms: cash, certified check, debit, or credit card (all major cards accepted).
- Commonwealth Indian Restaurant gift cards are not valid for private dining payments.

10. **Event Hours**

Event times are specified in the contract. Overstay charges apply as noted in Section 3.

11. Tax & Gratuity

A 20% service fee, 6% food tax, and 9% alcohol tax will be added to all private dining bills.

12. Audio/Visual Equipment

Projectors, microphones, and other media equipment are welcome with prior management approval.

13. Entertainment

Loud entertainment (e.g., DJs, bands) is not permitted without written consent from management.

14. Conduct & Quality Standards

- Proper attire and decorum are expected.
- Service may be refused to anyone under the influence of alcohol or controlled substances.
- Valid ID is required for alcohol service.
- Management reserves the right to close the bar early if necessary.

15. Decorations

- All decorations must be pre-approved and comply with fire and safety codes.
- Confetti is not allowed; a \$150 clean-up fee applies if used.
- Ice sculptures must be set up and removed by the client; otherwise, a \$150 removal fee will be charged.
- All decorations must be removed by the client at the end of the event.

16. Parking

Guests receive two hours of free parking at:

- Old Georgetown Road Parking Garage
- Trade Street Lot (Chipotle, Falafel Inc, & Bank of America)
- Grand Park Avenue Garage

17. Indemnity

The client agrees to indemnify and hold harmless Commonwealth Indian Inc. (d.b.a. Commonwealth Indian Restaurant), its agents, and employees from any claims, damages, or legal fees arising from the event.

18. Liability

The restaurant is not responsible for damage to or theft from parked vehicles.

19. Lost or Stolen Items

Commonwealth Indian Restaurant is not liable for any lost or stolen personal property.

20. Damage Responsibility

Clients are responsible for any damage to the premises, including breakage or excessive clean-up. Charges may apply.

21. Legal Compliance

Clients must ensure that no illegal activity occurs during the event.

22. Force Majeure

The restaurant is not liable for non-performance due to events beyond its control, including but not limited to natural disasters, labor disputes, supply shortages, or government restrictions.

This agreement is governed by the laws of the State of Maryland. It constitutes the full understanding between the parties and may only be amended in writing, signed by both the client and Commonwealth Indian Restaurant.

By signing below, the client acknowledges that they have read, understood, and agreed to the terms outlined in this Private Dining Contract.

Acknowledge by

Name: _____ Digital Signature: _____ Date: _____