

Policies & Agreement:

- A guarantee on the number of guests is required 48 hours before the event. This number can increase but cannot decrease.
- There is a minimum of 12 guests required for any of the packages, with the exception of the Cocktail Packages, where it's a 20 person minimum.
- A \$200 Non Refundable Deposit is required upon reserving.
- There are 3 Different Areas that Functions Are Held In:  
Private Art Gallery: 12-16 Guests  
Semi-Private Loft Area: 17-24 Guests  
Private Patio Area: 25-45 Guests  
*(Patio is Heated & Protected from the Weather. Available 12 months of the year)*  
*\*When reserving, you will need to lock in a specific area and you will be required to at least cover the minimum number of guests required for that specific location.\**
- Kids ages 4-10 will be ½ the price of the package you select & a children's menu will be available for them to order from. There will be no charge for kids under 4. A breakdown of adults and children is also required 48 hours before the event.
- The final bill, with the \$200 deducted for your deposit, is to be paid in full at the conclusion of the event by Cash, Gift Certificate, Visa, MasterCard, American Express or Discover. Checks will not be accepted unless approved by management, ahead of time.
- All Packages Are Subject To Local White Plains Sales Tax & 20% Service Charge.
- Sam's will provide the table with ivory colored linens, candles & candle holders. Any other decorations are the responsibility of the guest at your expense. Some decorations may not be allowed, please consult with management for details.
- Function Duration Times are as follows:  
Private Art Gallery & Loft Area: Up to 3 Hours  
Patio Parties: Up to 4 Hours  
ALL COCKTAIL PARTIES: 2 Hours  
*\*Functions may be extended in time, at the sole discretion of management, and only in advance.\**

\_\_\_\_\_  
Client Name (Print)

\_\_\_\_\_  
Location Reserved

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date of Event

By completing & signing this, I agree to all the terms listed above in reference to the event I've booked at Sam's of Gedney Way for the date listed.

3 Methods to Return This Agreement Back To Us: Fax: 914-686-7013 | Scan & Email to: [pkelly@nyhgroup.com](mailto:pkelly@nyhgroup.com) | Mailing Address: 50 Gedney Way White Plains, NY 10605