



Agreement:

- A guarantee on the number of guests is required 4 days 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, when the minimum is 20 people.
 - A **\$500** non refundable deposit is required to reserve an area on a specific date. The final bill, will reflect a deduction for the deposit. The bill will 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.
 - There are 4 different areas that functions are held in:
 - Main Restaurant - Private Art Gallery: 12-15 Guests
 - Main Restaurant - Semi-Private Loft Area: 16-23 Guests
 - Main Restaurant - Private Patio Area: 25-45 Guests
 - Private Oak Room: 45-100 Guests (\$295 room fee)(22% administration fee) – Floor 2**
(Our 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 cover the minimum number of guests required for that specific location.***
- Children 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 unless they order from our children’s menu. A breakdown of adults & children is also required 4 days before the event.
 - A \$2.00 per person dessert charge applies if any outside (commercially made) dessert is brought into the restaurant.
 - All Packages Are Subject To Local White Plains Sales Tax & 17% Administration fee & 3% culinary service Charge - these charges go directly to our staff.
 - Sam’s will provide white linens, electrical candles & candle holders. *No Live Fire*. Any other decorations are the responsibility of the guest.
 - **The following decorations are not allowed:**
Confetti, Glitter, Tape or heavy fragranced items. Please consult with management for details.
 - Guest can arrive up to **45 minutes** before event to decorate.
 - Function duration times are as follows:

All bistro parties are 3 Hours

All cocktail parties are 2 Hours

****Functions may be extended in time if discussed and approved with mgt***

Client Name (Print)

Date, time of Event

Email & Phone Number

Food & beverage Packages & Price

Client Signature

Appetizer, egg dish, dessert and/or beverage Choices

Client Address

Location 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. Return This Agreement Back To Us:

Email to: Karen @nyhgroup.com Fax to: 914-686-7013 Mail to: 50 Gedney Way White Plains, NY 10605