



# BLACK FOX LOUNGE

1723 CONNECTICUT AVENUE NW  
 WASHINGTON DC 20009  
 LOUNGE: 202.483.1723  
 OFFICE: 202.797.7401  
 FAX: 202.797.7406  
 EMAIL: INQUIRY@BLACKFOXLOUNGE.COM  
 ONLINE: BLACKFOXLOUNGE.COM

EVENT HOSTING AGREEMENT								
Contracting Party				Contact Name		Date		
Street Address						Apt/Unit		
City				State		Zip		
Phone		Cell		Fax		Email		
EVENT INFORMATION								
Event Date			Event Budget \$		Event Minimum \$			
Event Times BEGIN			END		Expected Number of Guests			
Event Description					Are all guests at least 21 years of age? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Any Special Accommodations for Guests? YES <input type="checkbox"/> NO <input type="checkbox"/>					If YES, please specify			
ITEMS REQUESTED						RATE	QTY	COST
PACKAGE								
<input type="checkbox"/> Guests		<input type="checkbox"/> Food		<input type="checkbox"/> Beverage		<input type="checkbox"/> Live Music		
ROOM FEE								
<input type="checkbox"/> Main Level		<input type="checkbox"/> Lower Level		<input type="checkbox"/> Both Levels		<input type="checkbox"/> Section		
BAR								
<input type="checkbox"/> Hosted Bar		<input type="checkbox"/> Cash Bar		<input type="checkbox"/> Drink Tickets		<input type="checkbox"/> Partial Hosted Bar		
<input type="checkbox"/> House Brands		<input type="checkbox"/> Call Brands		<input type="checkbox"/> Custom Drink		<input type="checkbox"/> Champagne Toast		
Other								
FOOD								
<input type="checkbox"/> Seasonal Menu		<input type="checkbox"/> Custom Menu		<input type="checkbox"/> Chef's Choice		<input type="checkbox"/> Butler Trays		
<input type="checkbox"/> Buffet		<input type="checkbox"/> Station		<input type="checkbox"/> Cheese Tray		<input type="checkbox"/> Cheese/Fruit Tray		
<input type="checkbox"/> Cake		<input type="checkbox"/> Sweets Tray		<input type="checkbox"/> Coffee/Tea		<input type="checkbox"/> Fruit Tray		
Other								
MEDIA AND OTHER ITEMS								
<input type="checkbox"/> House Music		<input type="checkbox"/> Live Music		<input type="checkbox"/> iPod Music		<input type="checkbox"/> Music Stand		
<input type="checkbox"/> Mic/Stand		<input type="checkbox"/> PA System		<input type="checkbox"/> DVD Player		<input type="checkbox"/> HGTV		
<input type="checkbox"/> Gift Table		<input type="checkbox"/> Literature Display		<input type="checkbox"/> Dance Floor		<input type="checkbox"/> Floral Arrangement		
Other								
COMMENT								
						SUB TOTAL		
						10% TAX		
						18% GRATUITY		
						DISCOUNT		
						TOTAL		
NON-REFUNDABLE AND NON-TRANSFERRABLE DUE 30 DAYS PRIOR TO EVENT						DEPOSIT		
DUE ON THE DATE OF THE EVENT						BALANCE		
METHOD OF PAYMENT								
<input type="checkbox"/> Check <input type="checkbox"/> AMEX <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> Discover				Card Number		Exp Date		
Cardholder's Name				Card Billing Address				
SIGNATURES								
I, THE UNDERSIGNED, AM THE RESPONSIBLE PARTY FOR THE EVENT TO BE HELD AT BLACK FOX LOUNGE. I HAVE READ THE POLICIES AND GUIDELINES INCLUDED IN THIS AGREEMENT AND AGREE TO THE TERMS AND CONDITIONS OF THE SAME.								
Contracting Party						Date		

# BLACK FOX LOUNGE EVENT HOSTING AGREEMENT

Black Fox Lounge and you agree that this contract constitute the full agreement between you and Black Fox Lounge. Any changes, alterations or additions to this agreement are only valid if in writing and signed by an authorized representative of Black Fox Lounge. Only executive officers of Black Fox Lounge have the authority to approve any changes to this agreement. Black Fox Lounge will not hold or reserve a date and time for an event until this agreement has been signed and returned to Black Fox Lounge and a deposit has been received by Black Fox Lounge. By signing this agreement, you agree to the following:

This agreement specifies the pertinent details of your event including food and beverage service, setup requirements and the number of guests expected to attend. It also ensures that you are fully informed of the charges and fees for your event. You and your contractors and vendors agree to adhere to the details specified on this agreement and to provide specific information about your needs to ensure that you and your vendors and contractors have adequate time to complete any preparations involved. The specific charges for your event are outlined on this agreement. Any subsequent changes you make to your arrangements and setup may result in an increase to these charges. The total event charges will include a 10% District of Columbia sales tax and an 18% gratuity fee. Black Fox Lounge's wine list, cocktail and food menu do not include applicable sales taxes. Preliminary estimates of charges are indeed estimates. Specifically, all menu prices are approximate estimates and will not be final until the date of the event. All prices in these estimates are subject to correction, change or modification due to market fluctuations, clerical errors or omissions and other circumstances beyond Black Fox Lounge's control. Final charges for your event will include any losses due to theft, vandalism or other damages to Black Fox Lounge's property caused by you, your guests, your vendors and contractors.

Black Fox Lounge has a maximum capacity of 120 persons or 60 persons on each level. In compliance with fire regulations, strict adherence to the maximum occupancy will be enforced. Black Fox Lounge may or may not close its facilities to the general public for your event and may continue the normal operations during the course of your event. Throughout your event, you and your guests agree to be considerate of our other guests. Black Fox Lounge reserves the right to remove from our premises anyone causing excessive noise or disruptive behavior that impacts the experiences of any of our visitors, guests or staff.

The safety of our guests and our employees are of paramount importance to us. Black Fox Lounge reserves the sole right to postpone, delay or cancel all or part of your event if the safety of any of these parties is threatened for any reason. Black Fox Lounge may find it necessary to postpone or cancel your event for many reasons including but not limited to ice or snow accumulations, hurricanes, tornadoes, high winds and other weather events as well as loss of utilities, strikes and other circumstances beyond Black Fox Lounge's control. Should this postponement or cancellation occur you will not be held responsible for any charges. In the event we must postpone or cancel your event, we will work with you to reschedule your event or function at a mutually agreed upon date or time.

District of Columbia ABC laws and regulations concerning the service of alcoholic beverages, hours of service, minimum age for consumption and other laws applicable will be strictly adhered to by all guests and patrons. District of Columbia law permits only alcoholic beverages purchased from Black Fox Lounge to be consumed on Black Fox Lounge's premises. Black Fox Lounge reserves the right to enforce limitations on the consumption of alcohol by any guest or patron.

Any outside vendor or contractor you wish to use while on our premises must be approved thirty days in advance by Black Fox Lounge. This approval will be dependent on receiving proof of insurance from the vendor or contractor which should include, but not limited to, coverage for food-borne illnesses. All vendors, contractors and musicians are required to sign a simple agreement to release, protect, hold harmless, defend and indemnify Black Fox Lounge and its affiliates from all claims of loss and liability.

Music, Media and Dancing: Music is subject to Black Fox Lounge approval which is based on sound level and concern for our neighbors. Upon approval, prerecorded music (DVD or digital formats) may be played using the existing sound system. The sound system may only be accessed by Black Fox Lounge personnel. You may contract for live music with performers subject to Black Fox Lounge approval. Live music ensembles are limited to three pieces on the upper level and five pieces on the lower level. A large flat screen TV is available on each level. TVs may only be operated by Black Fox Lounge personnel. At an additional cost, a 10' x 10' non-permanent dance floor may be installed.

You may not use Black Fox Lounge for any purpose that is unlawful or violates any local or District regulation.

This agreement may be cancelled with thirty days written notice by either party. If your cancellation is received within thirty days, your deposit will be refunded. A refund of your deposit will also be issued if Black Fox Lounge cancels your event. If you fail to meet the requirements specified in this agreement, your deposit will not be returned to you.

You, on behalf of all parties associated with this event, including but not limited to personal representatives and heirs, assume, release and agree to protect, hold harmless, defend and indemnify Black Fox Lounge and its officers, shareholders, employees, agents, and representatives, from and against all claims, judgments, damages, penalties, fines, costs, liabilities or loss which arise from, out of or in connection with your and your guests' use of Black Fox Lounge's facilities for the event described on this agreement. You acknowledge, while Black Fox Lounge will use its best efforts to ensure guests do not consume an unsafe amount of alcohol, that you bear the responsibility for your guests' actions and ensuring that your guests do not engage in dangerous activities such as the operation of motorized vehicles after consumption of alcoholic beverages.

## Contact Information:

James A. McGlade, Owner (OR)  
Russwin Francisco, Vice President  
Black Fox Lounge  
1723 Connecticut Avenue NW  
Washington, DC 20009

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