

SMALL GROUP AGREEMENT - BASTILLE BRASSERIE & BAR

Thank you for choosing Bastille Brasserie & Bar for your groups dining needs. We are currently open for dinner Tuesday - Saturday and for Sunday Brunch. All events can be booked as early at 4:30pm Tuesday - Saturday or 11:30am on Sunday.

This form is to be used for groups greater than 10 persons, but not more than 26 persons booking in the Pendleton Room.

The Pendleton Room can accommodate up to 26 comfortably for a seated dinner or for a cocktail style reception up to 30.

This is our smallest room located toward the back of our space and is a semi-private room that is adjacent to our patio space. This form must be filled out for all large parties. A copy is to be given to the guest either physically or electronically.

**This form can not be used for booking the Fayette Room. See our Banquet Contract for more details.*

Reservation Name: _____ **Day & Date of party:** _____

Contact Person: _____ **Day of Event Contact Person:** _____

Contact Phone Number: _____ **cell** **Email:** _____

Alternate Contact Number: _____ **cell** **Group Size:** _____

Time of reservation: _____ **Ending Time:** _____ **Duration of Event:** _____

Allotted time for the groups dining: 2 hours / Additional hours add \$350 per hour _____ **Client Initials**

Friday & Saturday Night Bookings require a minimum Food & Beverage of \$500 _____ **Client Initials**

Lunch Bookings require a minimum Food & Beverage of \$1200 _____ **Client Initials**

Menus - Menu choice will be printed and presented to all the guests at the table.

Menus will have limited selections and our full menu will not be available. _____ **Client Initials**

Linens

We do not regularly have linens, i.e. tablecloths, on our tables; which allows for a more relaxed dining environment.

If linens are requested, there will be a linen charge as follows - **\$120** for the Pendleton Room | **\$200** for the Fayette|Patio.

This cost is strictly for tablecloths. _____ **ACCEPT** _____ **DECLINE** _____ **Client Initials**

Napkins are part of the overall cost.

Florals

We do not provide floral arrangements. If this is something that is desired, we will gladly recommend local florists for your event and are happy to take delivery on the day of . We will place them on the tables along with any other decor that you may have.

Patio Dining* - A non-refundable \$200 fee is required for booking the outdoor space on Friday, Saturday &/or Sunday Brunch. Tuesday-Thursday has a non-refundable fee of \$100. Which must be paid upon completion of this agreement with the credit card on file. Failure to pay this charge will result in the party not being booked. _____ **Client Initials**

**Weather Permitting*

Gratuities | Taxes | Other Fees

A Twenty (22%) percent service charge will be added to the final check(s), as well as, Eleven (11%) percent for Local/State/Federal and all other applicable taxes. _____ **Client Initials**

For groups requesting split payments that result in more than 2 checks or payments, a 5% fee is added to the bill prior to splitting. _____ **Client Initials**

Credit Card on file: YES _____ NO _____

*See Credit Card Authorization form for full details.

The cardholder agrees that Le Coq LLC will charge the subscriber's credit card, if, the above listed party invokes the cancellation policy of Bastille which is 48-hour cancellation or less or the party does not show for the reserved date and time. There is a \$50 per person fee for the above-mentioned conditions.

Thank you for your understanding & for your business.

Today's Date: _____ **Client Signature:** _____

Bastille Representative: Chef Michelle Poteaux at chefmichelle@bastillerestaurant.com

Jacob Sunny - Manager at bar@bastillerestaurant.com

Reservations: 703- 519- 3776 | Office: 703-519-9110 | www.bastillerestaurant.com

Le Coq LLC. dba Bastille Brasserie & Bar | 606 N. FAYETTE STREET- ALEXANDRIA VA 22314



Menus: Please select all that apply

Menu choice will be printed and presented to all the guests at the table.
Menus will have limited selections and our full menu will not be available.
**See Group Menus provided for current options*

Substitutions or additional options will incur additional pricing.

3-Course Prix Fixe Menu _____ \$45 LUNCH | _____ \$39 BRUNCH - Available Sunday only

3-course Prix Fixe Menu Selection - ____ \$45 BISTRO* | ____ \$57 BRASSERIE* | ____ \$69 GOURMAND*

Beverage Options: Please select all that apply

- ____ Premium Wine Pairing - \$16 per course | per person [6 oz pour served with each course]
- ____ Dessert Wine Pairing - \$10 per person [2 oz pour served with dessert course]
- ____ Premium Wine Dinner Pairing - \$32 per person [2 - 6 oz pours served + 1 - 2 oz pour dessert wine]
- ____ NON-Alcoholic French Sparkling Welcome Toast - \$10 Full Pour / \$5 Half Pour | per person
- ____ Sparkling Welcome Toast - \$12 Full Pour / \$6 Half Pour | per person
- ____ Champagne Welcome Toast - \$19 Full Pour / \$9.50 Half Pour | per person
- ____ Signature House Cocktail starting at \$15 per guest | per person
- ____ House Selection of Bottled & Canned Beers - Charged on Consumption
- ____ Bottles of Specially Selected Wines | Must be pre-ordered 5 day before date of event**

***Charges will be based on clients requested number of ordered bottles | Client will take remaining unopened wines home, if applicable.*

Reception Packages & Options

Seasonal passed hors d'oeuvres are available and must be arranged prior to date of your event or you can select from one of our Reception Packages.

Additional hors d'oeuvres are priced per piece and range from \$2.95-\$5.50 with a minimum order requirement.

*See Current Package Options and Premium Hors d'Oeuvres menus for current options to select from.

_____ Tier 1 Reception Package \$29 ++ Per Person|Per Hour

_____ Tier 2 Reception Package \$39 ++ Per Person|Per Hour

_____ A Selection of Premium Hors d'Oeuvres and or Platters is requested - minimum 30 minutes

_____ A Selection of Premium Hors d'Oeuvres and/or Platters is requested, in addition to a reception package

_____ **Decline All Reception Options (initials)**

Special Cake Order *See Cake Order Form

N/A Beverages

Non-alcoholic beverages are charged on consumption, unless arranged differently.

Linens *See Agreement form

Today's Date: _____ Client Signature: _____

Bastille Representatives:

Chef Michelle Poteaux at chefmichelle@bastillerestaurant.com

Jacob Sunny, Restaurant Manager at bar@bastillerestaurant.com

Reservations: 703-519-3776 or Office: 703-519-9110

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www.bastillerestaurant.com



Bastille Brasserie & Bar Credit Card Payment Authorization Form

Reservations are not guaranteed until this form is executed by both parties and a deposit (if applicable) is received. By signing and completing this form, you authorize Bastille Brasserie & Bar to hold or make a one time debit to your credit card listed below. By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account without prior notification.

Please complete this form and email to the address listed below or drop it off in person. Contact Bastille Brasserie & Bar if you have any questions.

Please complete the information below:

I _____ authorize Bastille Brasserie & Bar to charge my credit card
(Full name)
account indicated below for _____ on or after _____. This payment is for
(Amount) (Date)

(Deposit Amount / Cancellation Fee / Goods or Services)

Credit Card Billing Address _____

City _____ State _____ Zip Code _____

Cell Phone# _____

Email _____

Account Type: Visa MasterCard AMEX Discover

Cardholder Name _____

Account Number _____/_____/_____/_____

Expiration Date _____ (MM/YYYY)

CVV2 (3 digit number on back of Visa/MC/D, 4 digits on front of AMEX) _____

SIGNATURE _____

DATE _____

DEPOSIT POLICY: An amount of _____ is due at time of booking. (If Applicable) _____(Initials)
Deposits are not eligible for a refund. _____(Initials)

PAYMENT POLICY: Full payment is due on the day of the event. _____(Initials)

RESERVATION CANCELLATIONS: In the event of a cancellation less than 48 hours prior to the event date, a cancellation fee of \$50 per person will be charged to the card listed above. Please note that we require notification of the cancellation in writing via email. _____(Initials)

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the deposits/goods/services/cancellation fee as described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.



Bastille Employee Booking Event: _____
Bastille Manager Approval: _____ Date: _____

606 N. Fayette St, Alexandria VA 22314

Phone: (703) 519-3776

Email: chefmichelle@bastillerestaurant.com