

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 30 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 \$600 _____ **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 - **\$110** 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-two (22%) percent service charge will be added to the final check(s), as well as, Three (3%) Administrative Fee, 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 Five (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



Food Selection:

For seated dinner events, menus can range from \$45 to \$65 for 3 courses with 3 options per course. Per person menu price is dependent upon menu selected. Our menus are built around selections from our current seasonal menus. Special requests are welcome and available with applicable up-charges and based on availability.

* See Group Menus provided for current options.

Menus:

Menu selection will be printed and presented to all guests at the table without pricing. We must be informed of any allergies prior to final menu selection.

Our full menu will not be available to guests under our group dining agreements or private events

3-Course Lunch | Brunch Prix Fixe - Available Sunday

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

Beverage Options: Please select from the options below | More than one option can be selected

- _____ **Non-alcoholic beverages (ie. coffee, tea, soda) are charged on consumption**
- _____ **NON-Alcoholic French Sparkling Welcome Toast - \$10 Full Pour or \$5 Half Pour | per person**
- _____ **House Selection of White | Red | Rosé wines - Charged on consumption at \$45 per bottle**
- _____ **Premium Wine Dinner Pairing - \$35 per person (2 - 6 oz pours served + 1 - 3 oz pour dessert wine)**

- _____ **Sparkling Welcome Toast - \$12 Full Pour or \$6 Half Pour | per person**
- _____ **Champagne Welcome Toast - \$19 Full Pour or \$9.50 Half Pour | per person**
- _____ **Signature House Cocktail starting at \$15 per guest | per person | Inquire as to options available**
- _____ **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 are based on clients requested number of ordered bottles | Client will take remaining unopened wines home, if applicable.**

Reception Options: Please select from the options below

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 our helpful scale for hors d'oeuvres quantities needed based on length of reception times

*See Current Package Options and Premium Hors d'Oeuvres menus for current selections

_____ **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 only**

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

_____ **Decline All Reception Options _____ initials**

- 2-4 pieces per person | 30 to 60 minutes before dinner | for cocktail hour
- 5-6 pieces per person | 1.5-2 hour event | preceding dinner time
- 8-10 pieces per person | 2-4 hours event for heavy hors d'oeuvres
- 12-15 pieces per person 4+ hour event as a replacement for dinner

Special Cake Order - Can be added to any event | Charges for the cake is separate from the event

*See Cake Order Form for options

Linens - Charges only valid on seated dinner events *See Agreement form for charges

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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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. ***This form is for Small Group Agreements Only**

Please complete the information below:

I _____ authorize Bastille Brasserie & Bar to charge my credit card account
(Full name)

indicated below for _____ on or after _____ event date.
(Amount) (Date)

This payment is for the following - A Cancellation Fee | Event Charges *See below for explanation

Credit Card Billing Address _____ City _____

State _____ Zip Code _____ Cell Phone# _____

Email _____ of cardholder

Account Type: Visa MasterCard AMEX Discover

Name on Card _____

Account Number _____ / _____ / _____ / _____

Expiration Date _____ (MM/YYYY)

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

Please Print all information

SIGNATURE _____ DATE _____

PAYMENT POLICY: Full payment is due on the day of the event for all agreements _____ (Initials) If you would like to use this card on file, please initial here for consent _____ (Initials)

RESERVATION CANCELLATIONS: In the event of a small group 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 as outlined in the first part of this authorization form. Please note that we require notification of the cancellation in writing via email. _____ (Initials)

Full contracted events are subject to our Cancellation Policy | Clause as outlined in our contract *See contract for details

I authorize Le Coq LLC dba. Bastille Brasserie & Bar to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the deposit/goods &/or 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