



Bird's Nest

Off-Site Event Planning & Catering by The Bird's Nest
1221 | High Drive | Estes Park | CO

Bird's Nest Event Manager: Event Location:

Today's date: Event start time:

Event date: Estimated count:

Credit card for deposit and damages: Deposit:

| | Contact Person | Contact Person |
|-----------------|----------------|----------------|
| Name | | |
| Date of Birth | | |
| Street Address | | |
| Mailing Address | | |
| Cell Number | | |
| Email address | | |

Person responsible for final payment the day of:

Name: Email: Phone:

Event type:

(For weddings use other form)

Initial

Your Event Manager:

Your Event Manager will be assigned after you fill out the form – click on the “Meet My Event Manager” button on the event page of thebirdsnestestes.com. They will be your point of contact. They will be there for your walkthrough, tasting, arrange the budget, menu, bar details, the timeline for event and day of payment, management, and checkout. Your event manager arrives two hours before your event start time and stays throughout the event. Your Bird's Nest Event Manager will be onsite on the day of your event and will help direct your vendors and decorating team, ready the event space, and take care of your getting ready requests and food and beverage/alcohol service.

They do not decorate for you or load in our out your items. You will need to assign a decorating team, load out team for the end of the evening or florist, for these duties. Please remember that our Event Management keeps office hours that will be communicated with you. If a personal emergency occurs, another event manager will be debriefed and onsite.

Initial

Booking Fee:

The booking fee is \$15 per person 30 guests, \$15 x 30=\$450. If you add extra people you will have to pay the additional fee. The booking fee is not refundable, it will not be applied as a credit towards your final bill, if you cancel your event this booking fee will not be refundable.

Cancellation Policy:

50% of the room fee and food deposit will be refunded if you cancel six months before the event.
0% of your room fee and deposit will be refunded if you cancel 3 months prior to your event
50% of the total will be charged if the event is canceled within a month's time of the event
85% will be charged if the event is canceled the week of the event
100% will be charged if the event is canceled the day of the event

Deposit:

Once you have agreed on an available date and time, tasting and walkthroughs dates are determined a deposit of %50 of the room rental fee is due. 6 months prior to your event %25 of the food decided on is due. The rest will be paid at the conclusion of the event.

Tastings:

After we have discussed, and you have narrowed down your menu items we can schedule a tasting. We can combine this with your walkthrough or have your tasting and walkthroughs on separate days.

Buffet tasting: \$50 per person (water, soda, drip coffee or tea will be offered at no additional charge)
menu can be prepared for a tasting, and you'll want to select items that you intend to serve at your event.
Plated dinner tasting: \$50 for 3 & 4 courses and \$65 for 5 courses. You will receive taster sized portions of each of the items you choose. You can choose 2 items per course. If dessert will be part of your menu, you may select up to two for your tasting.

It is not required to sign the contract before the tasting; however, we do require payment up front for the cost of the food and services during the tasting, which can and will be applied to the overall event total if you choose to continue with our services.

The Bird's Nest offers a complimentary tasting, for up to four guests, for events valued at or in excess of \$5,000. For events totaling less than \$5,000, the cost for a tasting is \$50 or \$65 per person. Additional tastings are subject to charge.

Tasting date & time:

Amount of people tasting:

Items selected to taste:

Walkthrough:

You will meet with you and your location's event manager at the scheduled time at your event space. Please contact your Event Manager at The Bird's Nest/Bird & Jim with the time and date and we will join you as you tour through the facility. We will discuss and choose how to best express your style and taste. We will discuss what to expect from your event manager throughout this process and the day of your event.

Walkthrough time & date:

Event Details

Event menu:

- Plated
- Buffet

Appetizers:

- Passed
- Stationary
- Both

Choices:

Entrée choices:

Time:

Dessert or Cake:

Time:

Dessert or cake on display prior to serving:

- Yes
- No

If yes what time would you like the dessert displayed:

Bar details:

Bar (please select bar options from bar menu attached):

Time:

- N/A
- Hosted
- Partially Hosted
- Cash Bar

Final bar tab subjected to 20% gratuity

Who is responsible for final bar payment:

Name:

Email:

Phone:

Event Timeline: to be filled out by event coordinator **Start Time:**

Conclude:

| | | |
|---|--|--|
| Set up: | | |
| Bar Set Up (before, during and after event) | | |
| Procession/Beginning | | |
| Appetizers | | |
| Main Course | | |
| Toasts/Presentations | | |
| Dessert | | |
| Late Night Snack | | |
| Conclusion of Event | | |

| | |
|---|--|
| Price: to be filled out by event coordinator | |
| Food | |
| Bar | |
| Staff | |
| Tax 8.7 | |
| Subtotal | |
| 4% Event Manager gratuity | |
| 20% gratuity | |
| Deposit | |
| Booking Fee | |
| Additional | |
| Total | |

Initial

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Running Late:

If your event runs over the designated time including a late start you will be charged \$500 for every half hour, hourly rate charges for staff. We will keep bar service until budget is met or otherwise instructed.

Menu Changes:

Can be made up to 20 days before the event but could result in an additional charge.

Due to limited parking shuttles are required

Suggestion: Estes Park Trolleys: 970-481-8531, request@estesoparktrolleys.com, Estes Park Shuttles: 970-586-9832

Contract & initial deposit: As soon as the date is secured.

Menu style and level choices: needed to to be determined 6 months prior to the event.

Final menu: choices one month before the event. You can make changes up to 20 days before but additional charges could apply.

Floor plan: Usually worked out with event space but if your Event Manager is assisting on this we need this information 10 days prior to event.

Final guest count: It is appreciated a month before but mandatory 1 week before the event. If a final guest count is not given we will prepare for the amount on the contract.

Final payment: At the conclusion of the event. You can pay this prior to the event if easier.

Credit card authorization:

I, authorize Bird's Nest to charge my credit card for the deposit of our event. The Bird's Nest is allowed to keep this card on file and charge remainder of the event and any damages in lieu of final payments.

(signature)

(date)

Credit Card Number:

Name on Card:

Date:

Expiration:

Code:



Bird's Nest

Large Party Contract Off-Site Catered Contract Bird's Nest | Estes Park | CO

To secure your large party reservation, The Bird's Nest and Bird & Jim requires a booking fee of \$15 per guest. The fee is due upon booking. Depending upon your party's size, additional food and beverage deposits may be required, and due upon signing your contract, your reservation will be canceled if your deposit is not made. Your booking fee is nonrefundable and not applied towards your final bill. The additional food and beverage deposit can be refunded if you cancel 90 days prior to your event.

Payment methods include cash, credit, or debit card.

Booking fee \$15 per person (due at time of booking): 30 guests x \$15 = \$450 non-refundable booking fee. If you book for 30 guests and add 5+ extra people, you will have to pay the additional fee. If you cancel, your booking fee is nonrefundable.

Fee Total:

Initial Here

Food & Beverage deposit: 6 months prior to your event a food & beverage deposit is due. This is 25% of your final anticipated bill. If you cancel 90 days or more prior to your event, your food and beverage deposit will be refunded, but the \$15 per person booking deposit will not be refunded. If you cancel 90 days or less before your event, Bird's Nest reserves the right to keep the full food and beverage deposit. If you cancel 30 days or less prior to your event, The Bird's Nest reserves the right to charge 50% of the total negotiated bill.

Initial Here

The final guest count is required one week prior the date of the reservation but appreciated ASAP.

Initial Here

Your party must check in and be complete no later than 15 minutes past the contracted time.

Initial Here

Should your party increase in size after the contract has been signed, and if the size increases the day of, we

will do our best to accommodate the additional guest. **We will charge for additional guests.**
Unfortunately, we cannot guarantee seating for the additional guests. If your party decreases in size you will be charged contracted amount.

Initial Here

If you choose to bring in an outside cake, there will be a charge of \$2 per person added to the bill. Please do not bring any glitter or confetti; if so, we will add a clean-up fee of \$40 to your bill.

Initial Here

There will be a **20% auto-gratuity** added to the final bill.

Initial Here

Your final bill may be settled with **cash and or credit or debit cards.** We will not run separate checks for your event. We will provide one itemized check. You agree that you are responsible for settling the final bill

Initial Here

To best accommodate planning for large parties, we require that any party of 20-40 hosts choose our pre-fixed menu for the event (starting at \$47 plus tax and gratuity). For parties of 40+, we require the host to choose a buffet menu.

Initial Here

If restrictions are put on us by our government, i.e., like mask wearing, you agree to follow the regulations we are required to follow and uphold.

Initial Here

Loss and Damage

Bird's Nest and Bird & Jim is not responsible for loss or damage of any items belonging to the client or their guests prior to, during, or after the event. The client is responsible for any damages incurred to the restaurant.

Initial Here

Please email the signed contract to your event coordinator.

You must be at least 18 years old to sign this contract.

I _____, hereby agree to the terms and conditions as stated above AND I authorize The Bird's Nest to charge deposit, penalties or damages to my
Visa, Master Card, Amex or Discover, card number

Print Name:

Signature:

Date:

Address:

Reservation & Contact Information:

Contact Name:

Number of Guests:

Event Date:

Contact Phone #:

Event Time:

Contact Email: