



Little Hills Winery & Restaurant
501 S Main Street
St. Charles Mo 63301
636-946-9339 www.little-hills.com



Banquet/Party/Special Event Contract

Date of Contract: _____

Name: _____ Address: _____

City, State, Zip: _____ E-Mail: _____

Phone: Day: _____ Alternate Contact Name _____
Cell: _____ Alternate Contact Phone: _____
Evening: _____

Date of Event: _____ Type of Event: _____

Starting Time of the Event: _____ Ending Time of the Event: _____

Estimated Number of Guests: _____ Adults: _____ Children: _____

Private Space Guaranteed with the following Rental Fees:

Rental Fee: Less than 55 People \$250 56-75 People \$1,000 76-100 People \$1500 and up
(Record payment info on page 2)

No Guaranteed Private Space with the following deposit only :

Deposit Fee: \$150
(Record payment info on page 2)

Fee includes 3 Hours of Time- \$50 per hour after 3, charged as full hours only.

Rental fee* or \$150 deposit fee* (if rent not required) is due on the earlier of the contract date or when making the reservation.

7 days prior to the event the menu will be finalized and a final number of guests must be called into Little Hills. **Based on the # attending and the menu, 50% of the final bill must be paid 7 days prior.**

1 day prior to the event, a confirmation phone call will be made to finalize the event details **at which time the remaining 50% of the final bill will be due.** The final number of guests included in your final bill will not be less than the number confirmed 7 days prior. Any guests attending over the number paid for in your contract will be charged accordingly at the conclusion of your event, along with any services provided to you that were not included in the prior billing. *A large number of unexpected guests may compromise the quantity of food and space available.*

Groups smaller than 35 people who do not pay a rental fee will not receive a private space. 7 days prior to the event, your group must commit to inside space or outside space. If adverse weather requires your group to move indoors, there will be no reserved private space without a minimum \$250 rental fee. Prices are subject to change. *All rental fees and or deposits are non-refundable.

I have read and agree to all the terms stated in this page of the contract. _____ 1

Appetizers

A la carte Circle Choices

Cheese & Sausage Tray	\$49.99
Cheese Tray	\$29.99
Vegetable Tray	\$35.99
Fruit Tray	\$35.99
Chips & Salsa	\$16.99

Individual Apps Circle 2 Choices

Brie Puffs	
Stuffed Mushrooms	
Cheese Tray	
\$12.99 per person	

Lunch

Express Lunch Circle 2 Choices

Soup: Broccoli or Chicken Noodle	
Dinner Salad or	
½ Chicken Wrap or	
Chicken Breast Sandwich or	
Turkey club	
\$8.99 per person	

Lunch Buffet

House Salad	
Dollar Sandwich Ham or Turkey	
Potato Salad	
Cookies	
All Condiments Included	
\$8.99 per person**	

BBQ Buffet

Pasta Salad	
Pick 2 – Burgers, Pork Steak, Chicken	
Potato Salad	
Cookies	
\$12.99 per person**	

Prices Do Not Include Tax or 18% Gratuity

Dessert

Cheesecake \$2.49 per person	
Any cake/dessert brought in for your event.	
\$2.49 per person	

Wine

One Glass of Wine with Plate Meals	
\$5.00 per adult	

Open Bar Pricing (3 hour maximum)

Open Bar per person	\$25.00
Each Additional hour per person	\$10.00

Buffet

Buffet #1

Salad	
Pot Roast or Chicken (circle 1)	
Corn or Mixed Vegetable (circle 1)	
Garlic Mashed or Au gratin potatoes (circle 1)	
Cookies or Cheesecake (circle 1)	
\$12.99 per person	

Buffet #2

Choice of House or Caesar Salad w/roll (circle 1)	
Pot Roast or Chicken or Pork Steak (circle 1)	
Penne Pasta or Alfredo Pasta (circle 1)	
Corn or Mixed Vegetables or	
Green Beans Almandine (circle 1 veg)	
Garlic Mashed or Au gratin potatoes (circle 1)	
Cookies or Cheesecake (circle 1)	
\$14.99 per person**	

Buffet #3

Choice of House or Caesar Salad w/roll (circle 1)	
Pot Roast and/or Chicken and/or Pork Steak	
(circle 2 entrée's)	
Penne Pasta or Alfredo Pasta (circle 1)	
Corn and/or Mixed Vegetables and/or Green Beans	
Almandine (circle 2 veg)	
Garlic Mashed or Au gratin potatoes (circle 1)	
Cookies or Cheesecake (circle 1)	
\$18.99 per person**	

** Buffet options do not include soft drinks.

Executive Dinner

Request Special Menu-

Dinner Circle (Choice/s on Entrée)

10 oz Rib eye (medium only)	
Hawaiian Salmon	
Tortellini	
Chicken Picatta	
Seafood Pasta	
Bacon Wrapped Pork	
One entrée per person	\$19.99

Two entrees per person \$24.99
*Dinners include garlic mashed potatoes or au gratin,
green beans or broccoli, roll and dinner salad.*

Little Hills Winery & Restaurant trusts that during your event you will act and drink responsibly. Failure to do so may result in your event being cut short with no refunds available.

Banquet/Party/Special Event Contract

1) Will you be decorating for the event? Yes No

Do you need.....

2) A cake table? Yes No

3) Gift table? Yes No

4) A head table? Yes No

5) Registration table? Yes No

6) A table arrangement? Yes No

7) A DJ or Music?* Yes No
Restrictions and additional costs may apply.

8) Audio &/or visual equipment?* Yes No
Restrictions and additional costs may apply.

9) Special linens for \$35? Yes No
Many Colors Available.

10) Special accommodations for guests? Yes No

11) Can you think of anything that may make this event better for you within our abilities?

*If you need these services, you must provide them. .

Any charges resulting from the special needs of this event will be recorded on the financial summary and paid for on the 1 day final count or if unable, when the final bill is presented.

Special Needs and Accommodations

If **Yes**, you may arrive 30 minutes prior to decorate.
If **No**, Would you be interested in speaking with Our gift shop about their decorating service?

Please describe how we can meet your needs by #:

Banquet Contract – Financial Summary

Name on Contract: _____

Date of Contract: _____

Rental Fee: _____

100% of Rental Fee Collected

Deposit Fee: _____

100% of Deposit Fee Collected only if no rental fee.

7 Day Count _____ Menu Price _____

Amount _____

Charge Customer 50% of the Amount.

Credit Card/Check/Cash/

(record cc #, exp date, vcode, and signature)

Exp date: _____ VCODE: _____

Customer Signature

Managers Initials _____

1 Day Count _____ Menu Price _____

Amount _____

Less Amount Paid: _____

Total Due on Menu: _____

Plus Special Charges from Page 3: _____

Total Charge: _____

Credit Card/Check/Cash:

(Record cc #, exp date, vcode and signature)

Exp date: _____ VCODE: _____

Customer Signature

Managers Initials _____

This payment is acknowledgement that all arrangements have been agreed upon by both parties, and any services outside of the services agreed upon will result in additional charges including but not limited to additional guests and services not paid for as indicated in this contract

Customers Initials _____

Final Bill Paid on Date of Event

Number of Actual Guests _____

Less Number Paid for _____

Number of Guest Owed for _____

Menu Price _____

Bal Due on Guest Count _____

Add any additional set up charges, bar charges, special services not previously paid .

Special Charge 1 _____

Special Charge 2 _____

Special Charge 3 _____

Special Charge 4 _____

Total Special Charges _____

Plus Bal Due on Guest Count _____

Final Event Total _____

Paid by:

(Attached copy of receipt charged at Party)

Customer Signature: _____

Managers Initials: _____

Date: _____

No Separate checks for Banquets/Parties