

# ROOFTOP EVENT VENUE PACKAGE SHEET

## PEAK SEASON

April, May, June, July,  
Aug, Sept, Oct, 7 Dec

Food minimum order is for 30 Guest at a min. \$30ea.

### Fridays & Saturdays Weekends & Holidays

### Wed, Thur & Sundays Weekdays

## UP TO 50 GUEST

Rehearsal Dinner  
Weddings/Receptions

Choose your package

- Up to 50 Guests \$1500
- Add on (Rehearsal Dinners)+\$1000
- Add On (Wedding/Receptions)+\$1500

Choose your package

- Up to 50 Guests \$1000
- Add on (Rehearsal Dinners)+\$1000
- Add On (Wedding/Receptions)+\$1500

## 51-100 Guest

Rehearsal Dinner  
Weddings/Receptions

Choose your package

- 51 to 100 Guests \$1750
- Add on (Rehearsal Dinners)+\$1000
- Add On (Wedding/Receptions)+\$1500

Choose your package

- 51 to 100 Guests \$1250
- Add on (Rehearsal Dinners)+\$1000
- Add On (Wedding/Receptions)+\$1500

## 100+ Guest

Rehearsal Dinner  
Weddings/Receptions

Choose your package

- 51 to 100 Guests \$3000
- Add on (Rehearsal Dinners)+\$1000
- Add On (Wedding/Receptions)+\$1500

Choose your package

- 51 to 100 Guests \$2250
- Add on (Rehearsal Dinners)+\$1000
- Add On (Wedding/Receptions)+\$1500

## FULL PAYMENT OF RENTAL SPACE DUE 30 DAYS OUT

Requested event dates are not guaranteed reserved until a deposit of 20% and a contract has been signed, regardless of any prior verbal, email or written correspondence that has taken place about your requested dates. Due to high demand, we cannot hold dates. We guarantee booked events on a first come basis with a deposit and signed contract only

## IN SEASON

Jan, Feb, Mar, Nov

Food minimum order is for 30 Guest at a min. \$30ea.

### Fridays & Saturdays Weekends & Holidays

### Wed, Thur & Sundays Weekdays

## UP TO 50 GUEST

Rehearsal Dinner  
Weddings/Receptions

Choose your package

- Up to 50 Guests \$1250
- Add on (Rehearsal Dinners)+\$1000
- Add On (Wedding/Receptions)+\$1500

Choose your package

- Up to 50 Guests \$875
- Add on (Rehearsal Dinners)+\$1000
- Add On (Wedding/Receptions)+\$1500

## 51-100 Guest

Rehearsal Dinner  
Weddings/Receptions

Choose your package

- 51 to 100 Guests \$1500
- Add on (Rehearsal Dinners)+\$1000
- Add On (Wedding/Receptions)+\$1500

Choose your package

- 51 to 100 Guests \$1000
- Add on (Rehearsal Dinners)+\$1000
- Add On (Wedding/Receptions)+\$1500

## 100+ Guest

Rehearsal Dinner  
Weddings/Receptions

Choose your package

- 51 to 100 Guests \$3000
- Add on (Rehearsal Dinners)+\$1000
- Add On (Wedding/Receptions)+\$1500

Choose your package

- 51 to 100 Guests \$2250
- Add on (Rehearsal Dinners)+\$1000
- Add On (Wedding/Receptions)+\$1500

## EVENT RENTAL CONTRACT

FIRST NAME

LAST NAME

DATE OF EVENT

ORGANIZATION (IF APPLICABLE)

BILLING ADDRESS

PHONE

EMAIL

## EVENT INFORMATION

DATE OF RENTAL: DAY(S) OF THE WEEK:

DATE(S):

TYPE OF EVENT

NUMBER OF PEOPLE EXPECTED TO ATTEND THE EVENT (FINAL # DUE 1 WEEK PRIOR TO THE EVENT)

EVENT TIMES: (6 HRS) SETUP:

START TIME:

FINISH TIME:

You have **6 hours** to setup, host event and breakdown. Only exception is if its a wedding event.

### Choose your package

**CHECK ALL THAT APPLY**

- 51 to 100 Guests \$1250
- Add on (Rehearsal Dinners)+\$1000
- Add On (Wedding/Receptions)+\$1500

EVENT CONTACT PERSON:

EVENT CONTACT EMAIL

EVENT CONTACT PHONE NUMBER

### CREDIT CARD ON FILE FOR DAMAGES AND LEFT OPEN TABS

CREDIT CARD #

EXP DATE

CCID

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**The use of glitter, confetti, birdseed, rice or sparklers are prohibited. Balloons also filled with glitter or confetti are prohibited.**

## I UNDERSTAND THE ABOVE STATEMENT

YES

NO

Wedding and reception are full-day setups. Times can be arranged with the Event Director. Rehearsal Dinner are half-day setup. Times will be decided based on your event time. All other events must be set up finished and cleaned up in a 6-hour time frame.

A **20% deposit** is due with this contract to secure the date and is considered part of your total Rental Fee, Cancellations less than 30 days will not be refunded. At 30 days Prior to the event the total Room fee is due.

## I UNDERSTAND THE ABOVE STATEMENT

YES

NO

Pricing for non-profit or fundraiser events will need to be discussed with management. We strive to be able to make any event happen as long as it is feasible. Please discuss any event idea with the Event Director and we'll try to work with you on making it happen.

## BAR

All alcoholic beverages must be purchased from Jack's Waterfront Bar. Hosts and guests of events will not be permitted to bring in their own beverages. All persons must be 21 years of age, with valid identification to be served alcoholic beverages. Visibly intoxicated persons will not be served. There will be a \$500 fine added to the host tab if any outside Alcohol is found.

## I UNDERSTAND THE ABOVE STATEMENT

YES

NO

Jack's will provide trained, professional bartenders, with the number determined by the Event Director, based on the nature and size of your event. A bartender is included in the Event Fee for up to 75 guests. \*Additional fees will be charged if more bartenders are needed for an event over 75 guests at a rate of \$30 per hour, per staff.

## I UNDERSTAND THE ABOVE STATEMENT

YES

NO

## THERE ARE MANY OPTIONS FOR OUR FULL BAR

Host Bar

Host Bar with specific items (domestic beer, house wine)

Host Bar until a pre-determined dollar amount has been reached, can be extended.

Host Bar for a certain amount of time

Cash Bar

Host Bar (certain offerings on a party tab) + Cash

Bar (other drinks available for guests)

Pricing:

Domestic Beer \$3,

Import Beer \$4,

Wine \$4 - \$8.

Well Drinks \$6, Call Drinks \$7, Top Shelf \$8 - \$10.

Soft Drinks \$3

\*Gratuity of 20% will be added to a Host Bar tab.

## SECURITY/EVENT STAFF

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We want to make sure all events at Jack's are safe and enjoyable for everyone involved. The Event Fee includes one staff member for the event. If the size of the event warrants more staff/security by the Event Director, an additional fee of \$30 per hour, per staff will be charged.

Additional Fees: Bartender over 75 guests, additional staff for large parties and additional hours required of Event Coordinator past event time + 2 hours not covered by rental fee, will be charged at \$30 per staff, per hour.

## RENTAL INFORMATION & POLICIES

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CAPACITY: Indoor Facility

70 seated, 100+ cocktail (standing room)

Outdoor Facility

100-125 cocktail or additional seating

\*Outdoor balcony used if weather permitting or not excessive wind

EVENT RENTAL AMENITIES:

Bartending staff, tables and chairs, convenient parking, event staff, fully functional bar, wireless access, stunning views restroom facilities, linen napkins, house speakers, microphone, and speaker.

\$10 linen fee for black linen

\*We do not provide linen. However, we can charge a linen fee for black linen at a cost of \$10 each.

## CATERING/KITCHEN

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\$30 min on food per person. Exception for when outside food is catered.

A meeting must occur between Jack's Catering Chef and any outside caterer or anyone bringing food.

An ice machine is available and may be used by caterers. All catered items must be cleared and taken away when the event is over. Caterers must bring their own carryout/to-go containers for excess food. Prep/Catering Kitchen must be left as it was found prior to the event.

Jack's catering includes, plates, napkins and silverware.

Additional staff needed for large buffets catered by Jack's will be \$30 per hour, per staff. Jack's catering will have a 20% gratuity added.

## BAND/ENTERTAINMENT

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Jack's can provide a list of DJ's that are familiar with our event venue. If you choose to hire a Dj, they must provide their own equipment.

Bands are scheduled on the weekends at Jack's Waterfront Bar. Jack's will make every effort to arrange for the band's set up and sound check to take place before or after any events that take place downstairs at Jack's Waterfront Bar.

Having a band for your event will need to be discussed with management as space will be limited based on the size of the band.

## DECORATIONS

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There are numerous ways in which the event space can be arranged. The Event Coordinator will be able to help you decide on the best setup. Jack's wants to make every event a special and welcoming experience. Every effort will be made to allow the host to prepare decorations reflecting their creative requirements. Jack's allows decorations to be hung on walls or from the ceiling using REMOVABLE hooks, basic scotch tape, zip ties, or fishing line. No staples, nails, pins or screws, command stripes, double sided tape or packing tape are to be used in the walls. \*See review DAMAGE POLICY section\*

**I UNDERSTAND THE ABOVE STATEMENT**

YES

NO

## DECORATIONS CONT.

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We want to make sure all events at Jack's are safe and enjoyable for everyone involved. The Event Fee includes one staff member for the event. If the size of the event warrants more staff/security by the Event Director, an additional fee of \$30 per hour, per staff will be charged.

Additional Fees: Bartender over 75 guests, additional staff for large parties and additional hours required of Event Coordinator past event time + 2 hours not covered by rental fee, will be charged at \$30 per staff, per hour.

Jack's has a ladder available to use during setup. All decorations, rentals, catering equipment, etc must be removed from the space at the conclusion of the event. Large items may be stored in a designated area available for pickup no later than 10 am the following morning. Arrangements will need to be made in advance for temporary storage in case we have another event the following morning ready to begin their set up at 10 am.

The use of glitter, confetti, birdseed, rice or sparklers are prohibited. Balloons also filled with glitter or confetti are prohibited. Candles are allowed but must be enclosed in a glass or metal container 3" above the flame.

### I UNDERSTAND THE ABOVE STATEMENT

YES

NO

## DAMAGE POLICY

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The organization or individual reserving the space assumes all responsibility for damage to Jack's property and for leaving the premises in the same condition in which it was found. Damage to the facility or equipment will be billed directly to the organization or individual responsible for the room as indicated by the application signature. Any damage is to be reported immediately to a Jack's staff member. If there is any damage, breakage, theft, breach of communicated time limit or excessive clean up, the amount to cover such occurrence will be added by management to the final tab. If the cost of damage cannot be determined by the end of the event, the client will be billed for the balance.

## EVENT VENUE COORDINATOR

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The day of your event a dedicated Event Coordinator will be available to provide assistance with directing caterers/vendors or suggesting best case set-up options to your personally provided Host/Event Planner for the event. This service is included in the EVENT FEE for up to 2 hours in addition to the scheduled event time. There are additional charges for additional hours at \$30 per hour. The host is responsible for providing a vendor list, timeline, and floor and decoration plan for the event at least 2 weeks prior to the event.

### I UNDERSTAND THE ABOVE STATEMENT

YES

NO

## SET-UP/BREAKDOWN

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Access for set-up may begin at the half day for rehearsals and full day for weddings and receptions. Times need to be discussed with the Event Director. All other events must setup and breakdown in their 6 hour time frame.

During Load-in and Load-out vehicles may pull up to the building for loading and unloading. Vehicles must be moved to a parking area upon completion.

Jack's event staff will provide trashcans, trash bags and trash removal.

### I UNDERSTAND THE ABOVE STATEMENT

YES

NO

## PARKING

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Convenient parking is available in the 6th Street Parking Lot. Overnight parking is allowed in the lot. Street parking is available along Evans Street and 6th Street. A list of car services, Uber, Lyft, and shuttles can be provided.

### I UNDERSTAND THE ABOVE STATEMENT

YES

NO

## EVENT DEPOSIT/PAYMENTS/CANCELLATIONS

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Dates are reserved only upon receipt of contract and payment of the Event Deposit (20% of the total Rental Fee). The balance is due the day of your event.

Checks, Cash, Visa, MasterCard and American Express are accepted.

Jack's understands that plans can and do change. If there is a change of plans within 60 days prior to the scheduled event, Jack's will retain the deposit but not require any additional amount due.

Hazardous weather cancellation policy: In the case of a named storm predicted to threaten Morehead City and surrounding areas, Jack's will issue a full refund and work with you to reschedule your event.

over payment of Deposit or Package amount must go towards food or Bartab upgrades.

### I UNDERSTAND THE ABOVE STATEMENT

YES

NO

## RULES & REGULATIONS

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- Smoking is NOT permitted inside the building. This includes vaping. Smoking/Vaping is only permitted in designated smoking area.
- Children are welcome to attend events, however it is your responsibility to see that they are supervised. All persons under 21 years of age may NOT consume alcoholic beverages.
- Outside alcoholic beverages are NOT allowed to be brought on premises.
- Elevator is only used for Handicapped Access. Any other desired use will have to be pre approved by the business owner.
- The event host is responsible for behavior of guests and vendors. Guests and vendors must comply with Jack's rules and regulations.
- At least one (1) of the persons that reserved the Premises must be present at all times during the function.
- No person under 21 will be allowed in the bar area on the 1st floor after 9pm

No fighting or other hostile activity shall be allowed at the Premises.

Owner reserves the right to refuse admission to the Premises or remove from the Premises any person it determines to be causing a nuisance or violating these rules. This determination shall be in the sole discretion of the Manager on Duty or Owner. Guests are encouraged to bring their identification. If the manager on duty or owner feels that a person at the party is under 21 years of age without identification to prove otherwise, that guest will be marked as underage.

- No unlawful activity of any kind shall be conducted on the Premises, including but not limited to, gambling or the use of or selling drugs.
  - The possession of a dangerous weapon is strictly prohibited in Jack's Waterfront Bar.
  - In the event of a violation of these rules, the Owner or Manager on duty reserves the right to immediately terminate the function.
  - Jack's is not responsible for any items or property belonging to guests that are lost, stolen, damaged, or destroyed while on the premises.
- Jack's does not take responsibility for personal property left on the premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.

### I UNDERSTAND THE ABOVE STATEMENT

YES

NO

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**YOUR SIGNATURE**

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**DATE**