



501 E. 9<sup>th</sup> Street  
Little Rock, AR 72201

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## **Best Impressions Restaurant Contract**

### **The following is a list of guidelines and policies:**

1. Best Impressions Restaurant will accommodate up to 100 people. The Restaurant is available after 5pm Tuesday – Sunday or anytime on Monday for private events.
2. We provide square tables, chairs, china, flatware, and standard glassware.
3. No burning candles are allowed in the Arkansas Arts Center/Best Impressions.
4. A minimum food sale of \$600.00 *excluding* alcohol, sales tax and a 20% gratuity is required.
5. Food selection & final count is required *no later than 7* days prior to the event! You may increase your count up to 36 hours prior to the event date but not decrease.
6. Convenient free parking on MacArthur Circle and entrance through our patio. Handicap entrance is available.
7. Arkansas Arts Center restroom facilities are available for additional security fee of \$25 per hour. If the Atrium is rented to another guest the night of your event, the kitchen restroom facilities will be used.
8. A \$600 deposit will reserve your date for use of Best Impressions Restaurant. Deposit is non-refundable and non-transferable for other services or dates. Deposit will be applied to your final total.

### **Terms of Payment and Cancellation:**

- Payment in full is due on the day of the event. We accept cash, personal/company checks and major credit cards.
- Cancellation by the client within 30 days of the event by no fault of Best Impressions Restaurant will result in a penalty of 50% of the entire balance due. Cancellation by the client within 10 days of the event by no fault of Best Impressions Restaurant will result in a penalty of 100% of the entire balance due.

Event Date: \_\_\_\_\_ Approximate Numbers of Guests: \_\_\_\_\_

Time of Function: (Start) \_\_\_\_\_ (End) \_\_\_\_\_

Contact: \_\_\_\_\_ E-mail \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Credit Card# \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please sign & return to Best Impressions Restaurant!*