



# EVENT RENTAL & CATERING



*Thank you for choosing to host your event with us.*

Please read thoroughly and complete this package, then submit to [events@thymebermuda.com](mailto:events@thymebermuda.com) to begin your application process.

Please note this process can take up to 7 days to finalize.  
Events requested within 2 weeks of event date will incur a 5% surcharge.

For inquiries and submissions please contact [events@thymebermuda.com](mailto:events@thymebermuda.com).  
Quotes are \$75. If you proceed \$75 will be deducted from final bill.



# EVENT RENTAL & CATERING AGREEMENT

## SINGLE USE

**RENTAL FEE: \$700.00**

(5 hour Rental including Set-up and Breakdown)

Rental Fee is to be paid in full once approved.

**MUST BE PAID IN FULL WITHIN 48 HOURS**

**TO SECURE YOUR BOOKING.**

Card payments will incur a 3.5% fee.

Additional hours (over 5) will be billed at \$100/hour.

Available Payment Methods include Cash or Bank Transfer.

Bank: HSBC

Account Name: Thyme Restaurant

Account Number: 011 231073 011

\*Please type in reference line: "ESR [Event Name] [Event Date]"



## AVAILABLE DINING OPTIONS

### CATERED BUFFET

Starting at \$55  
per person + 20% GRATS

This option includes:  
2 Starches  
2 Proteins (chicken & fish)  
2 Sides  
Rolls & Butter

### CANAPES

\$55 Minimum  
per person

Canapés range from  
2-4 pieces per person.

See menu for pricing

**GUEST MUST SELECT ONE FOOD + ONE BEVERAGE PACKAGE  
WITH 2 DRINK TICKETS PER PERSON EACH**

Please note that menu and pricing can be detailed to fit the clients budget and dietary needs.

### ADVANCE DRINK TICKETS AVAILABLE:

#### TIER 1

**\$16.80**  
each per person  
GRATS INCLUDED

This option includes:  
2 Soft Drinks  
Bottom Shelf  
Beer  
Simon's Rum Swizzle

#### TIER 2

**\$19.20**  
each per person  
GRATS INCLUDED

This option includes:  
Tier 1  
Wines  
Top Shelf  
Premium

Cash Bar is available after selected beverage package.



## FACILITY RENTAL POLICY

### RENTAL OF RESTAURANT

Restaurant rental is \$700.00 for a duration of five (5) hours, inclusive of set-up and break-down. This is not a deposit and will not go towards your total bill. The Rental Fee is non-refundable, as the requested date of your event will be blocked solely for you.

### DEPOSIT / RENTAL FEES:

Your event request is not secured until you have received written approval, signed contract and confirmation of payment is received.

### PAYMENT IS DUE UPON RECEIPT OF AN INVOICE AND/OR 3 WEEKS PRIOR TO YOUR EVENT DATE.

A 50% deposit is due upon finalized invoice within 14 days. The remaining balance is due 2 weeks before event date. Please note that after final payment is made, there is no refunds as all expenses have been paid out. **Thyme restaurant will charge additional fees for any event continuing past the ending time stated in this agreement.**

### RESTAURANT QUOTA/ CAPACITY:

We have 3 time slots (**Breakfast:** 8am - 11:30am, **Lunch:** 11:30am - 3pm, **Dinner:** 5pm - 11pm). Pending on your request time, you will be billed for any time that your event falls within. Depending on day and time, the minimum spend for an event starts at \$2,500 and up. The restaurant holds a capacity of 50 persons (seated; pending setup) and 80 persons (standing/ cocktail).

### FOOD & BEVERAGE:

Outside food and beverages are not allowed. All food and beverages are to be purchased from Thyme Restaurant. Thyme Restaurant is the sole provider of catering for this rental space. Takeout containers are not provided.

### MENU:

Menu selections are due and demandable three (3) weeks prior to the event date. Late menu submissions are subject to availability and/or an additional charges. Thyme Restaurant will do their best to assist for late selections or changes. Menu choices are following this contract. Menu choices with this contract are the ones holding this contract binding. **NOTE: Due to the fluctuating cost of food items, menu prices are subject to change, therefore we can only honor the pricing on this contract for 14 days. Once payment is received, Thyme Restaurant will honor all prices given.**

### **CELEBRATION CAKES:**

We do not permit external catering other than Celebrational Cakes and Cupcakes. In the event that the celebration cake is purchased from another vendor, you must bring your own plates, utensils and napkins. If you wish for Thyme to provide all necessary supplies needed for the cake, there will be an **additional charge of \$5.00 per person.**

For all other baked goods (Cake Pops, Rice Krispies, Cookies, etc), permission must be requested and approved in writing by the Thyme Restaurant Event Coordinator and Management. Items must be to go and not consumed on site.

### **CATERING & BAR COUNT:**

Final guest count **MUST** be submitted at least fourteen (14) days prior to the event date, in order for Thyme Restaurant to satisfy the agreed upon menu(s).

The final guaranteed number will be used to purchase fresh ingredients for the kitchen production and planning for the proper number of event staff. Thyme Restaurant will do their best to accommodate "last minute" guest increase, but can not promise sufficient coverage. Adding guests to the function will alter the set for that day materializing costs. Although additions may be made to your guest list up to three (3) days prior to your event, no refunds will be given for reductions of the guest count from fourteen (14) days prior to your event.

### **DECOR, SET-UP / BREAKDOWN:**

Thyme Restaurant wants to make every event. Here a special and welcoming experience for all guests and their host. Therefore every effort will be made to allow renters to prepare decorations reflecting their creative requirements. Renter will not be permitted access to the Facility prior to or after the event time period unless arranged with the Event Manager. Renter will be responsible for arranging access during the time requested for entry and exit of the Facility.

Restaurant tables and chairs are to remain inside. Curtain rods and wall decor can not be removed nor touched. Renter shall not drive or permit to be driven nails, hooks, tacks, screws, poles, stakes or other forms of fasteners into any part of the Facility and shall not make or allow to be made, any alternations of any kind therein. Renter shall be responsible for all clean up of the Facility at the end of the rental, leaving the Facility clean and free of all trash and litter.

**A Janitorial Fee of \$50/hour will be added to invoice if the Facility requires further cleaning for example, confetti and water beads.**

**DJ'S / LIVE MUSIC / NOISE:**

Thyme Restaurant encourages music and lots of dancing! However, please be aware that the premises are located near residential units and therefore neighborhood noise regulations do apply. All DJ's or Live Music must be approved prior to your event. If the Renter's event creates a disturbance due to high noise volume, Thyme Restaurant's onsite manager has full authority to ask the Renter, DJ or Live Music presenter to turn the entertainment down and/or off. If repeated disturbances occur, Thyme Restaurant holds full discretion and Renter may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the event costs will be refunded to Renter.

**LOUD MUSIC MUST END BY 11:00PM:**

Events with loud music must cease the production of that music by 11pm, regardless of the day that the event is held, unless agreed upon by the Owner, Shannon Simons, in writing. Additional time can be added, but must be approved of in writing, providing that the volume is modest and it cannot be heard beyond the boundaries of the Facility property or by immediate neighbors.

**POOL:**

**PLEASE BE ADVISED THAT THE POOL AT THE CLUB IS OFF LIMITS TO ANY OF THYME RESTAURANTS' GUESTS. THERE ARE NO EXPECTATIONS TO THIS RULE.**

**PARKING:**

Parking is located in the back of the restaurant and there is ample parking to serve your guests.

**GREEN SPACE:**

We have green space available at the back of the restaurant upon request. The Renter shall not drive motorized vehicles on any green space around Thyme Restaurant.

**CONDUCT:**

There is absolutely no drug use or smoking of any kind tolerated on premises including loitering or congregating outside on the sidewalk at any time during the event.

Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. During underage events, such as school dances, we prefer that underage individuals do not have in and out privileges. Conduct deemed disorderly is at the sole discretion of Thyme Restaurant staff and shall be grounds for immediate expulsion from the premises, concluding the rental period. In such cases, no refund of the event costs will be given.

**EVENT PROMOTION:**

Renter shall not use Thyme Restaurant's name to suggest endorsement or sponsorship of the event without prior written approval of the Thyme Restaurant Event Coordinator/ Management. Renter's publicity of the event shall clearly and accurately identify the name of the sponsoring organization or individual.

**SUB LEASE:**

Under no circumstances shall a Renter sublease or allow any other organization or individual to use the Facility for the period for which the Renter has contracted. The Renter is an independent contractor and not the agent or employee of the Thyme Restaurant.

**CANCELLATION POLICY:**

Cancellation of rented space must be made at least three (3) weeks before the event date to avoid cancellation fees, however, please note that the rental fee is non-refundable. If the event has to be rescheduled, Thyme will put the rental fee towards the new date and review the options on a case by case basis with no guarantees.

If a cancellation occurs 10 business days or less, the full event fee will be assessed.

**Cancellation must be received in writing to [events@thymebermuda.com](mailto:events@thymebermuda.com).** Thyme Restaurant will honor event rescheduling for up to six (6) months.

**TIP ACKNOWLEDGEMENT:**

Thyme Restaurant pays their staff an hourly wage to ensure that you receive our legendary service no matter if your event is for 10 guests or 100 guests. This goes from the kitchen staff all the way to the servers for your event.

If you feel that the staff at your event has gone above and beyond to help make your event memorable and wish to tip them, the monies will be designated directly to the specific staff members that served at your event. In this case, we humbly thank you in advance on behalf of our staff members.



# RENTER / CLIENT DETAILS

CLIENT (First and Last Name) / CORPORATION NAME:

FIRST NAME, LAST NAME / COMPANY NAME

EVENT NAME:

NAME THE EVENT HERE

REQUESTED DATE OF EVENT:

DD / MM / YYYY

IMPORTANT NOTE:

ALL EVENTS MUST BE FINISHED BY 11:30PM.  
VENUE MUST BE CLEANED AND CLOSED BY 12AM.  
THERE WILL BE NO EXCEPTIONS.

DURATION OF THE EVENT:

START TIME:

HH : MM

END TIME:

HH : MM

SET-UP & BREAKDOWN TIME:

SET UP:

HH : MM

BREAKDOWN:

HH : MM

TYPE OF EVENT (Select One):

- BIRTHDAY / ANNIVERSARY / CELEBRATION
- BUSINESS / CORPORATE EVENT
- JUST BECAUSE
- OTHER \_\_\_\_\_

NUMBER OF GUESTS:



# RENTER / CLIENT DETAILS

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## CONTACT NAME:

FIRST NAME

LAST NAME

## CONTACT EMAIL:

PLEASE ENTER EMAIL ADDRESS HERE

## DAYTIME CONTACT #:

## CELL PHONE #: (HOME OR OFFICE USE ONLY)

## CATERING & BAR SELECTION (Please check all that apply)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Buffet                           | <input type="checkbox"/> Special Request | <input type="checkbox"/> Cake (external) |
| <input type="checkbox"/> Canapes                          | <input type="checkbox"/> Beverage Tier 1 | <input type="checkbox"/> Desserts        |
| <input type="checkbox"/> Thyme Dinner/<br>Set Plate Menus | <input type="checkbox"/> Beverage Tier 2 | <input type="checkbox"/> Baked Goods     |

## EQUIPMENT / SERVICES NEEDED (Please check all that apply)

- |                                       |   |   |
|---------------------------------------|---|---|
| <input type="checkbox"/> Bar Services | <input type="checkbox"/> Servers                  | <input type="checkbox"/> Cake Table                   |
| <input type="checkbox"/> Buffet       | <input type="checkbox"/> DJ                       | <input type="checkbox"/> Bluetooth PA System          |
| <input type="checkbox"/> Sit-Down     | <input type="checkbox"/> Off-Site<br>Private Chef | <input type="checkbox"/> Door Security<br>(\$40/hour) |



# RENTER / CLIENT DETAILS

What kind of decorations will you be sourcing for your event?

- Balloons
- Furniture
- Tablescapes
- Cake Display
- Garlands
- Seating
- Full - Room Decor
- Entertainment - DJ
- Other \_\_\_\_\_

DECORATING VENDOR'S NAME:

Please provide who you will be using for decor.

DECORATORS CONTACT NAME:

FIRST NAME	LAST NAME
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DECORATORS CONTACT #:

DECOR SET UP: DECOR BREAKDOWN:

HH:MM - HH:MM	HH:MM - HH:MM
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ANY ADDITIONAL CATERING / BEVERAGE / DECORATION REQUESTS?:



# RENTER / CLIENT DETAILS

NAME (First and Last Name / Company Name) OF EVENT HOST:

HOST PHONE #:

HOST EMAIL ADDRESS:

HOST BILLING ADDRESS:

<input type="text" value="PARISH"/>	<input type="text" value="POSTAL CODE"/>
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ACCOUNT TYPE:  Visa  MasterCard  Other \_\_\_\_\_

CARD HOLDER NAME:

CARD NUMBER:

<input type="text"/>	<input type="text"/>
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FIRST NAME

LAST NAME

EXPIRATION DATE:

3-DIGIT VERIFICATION CODE:

SIGNATURE:



## FACILITY RENTAL CREDIT CARD and PAYMENT AGREEMENT

Thyme Restaurant requires a credit card to be put on file during the entirety of your event. Please complete and sign this form to authorize Thyme Restaurant to make a debit(s) to your credit card listed below. Once complete, please email to [events@thymebermuda.com](mailto:events@thymebermuda.com).

By signing this form you give Thyme Restaurant permission to debit your account as indicated below. This permission does not provide authorization for any unrelated debits or credits to your account.

PLEASE COMPLETE THE INFORMATION BELOW:

I, \_\_\_\_\_ authorize Thyme Restaurant with way of payment or to charge my credit card for fees including the \$700.00 non-refundable Rental Fee, once I have been notified that my event has been approved.

If the duration of my event is more than the 5-hour period, once confirmed, I understand that my card will be charged for each additional hour at a rate of \$100/hour.

I understand that the Rental Fee is non-refundable.

This payment is to secure my event to be held on the date,

\_\_\_\_\_.

Please note that the Rental Fees will be charged to this card immediately. The bar, catering, equipment, furniture and miscellaneous costs will be charged fourteen (14) days prior to the event. Any additional costs that arise after that date will be charged within two (2) days of the event.

If you would like to use an alternative payment method, (check, additional credit card, cash) for your payment toward the Rental Fees balance, bar costs, catering, equipment, furniture, and/or miscellaneous costs please check here.

**PREFERRED PAYMENT METHOD:**

- |  |  |
|--|--|
| <input type="checkbox"/> CASH          | <input type="checkbox"/> ALTERNATIVE CREDIT CARD |
| <input type="checkbox"/> CHEQUE        | <input type="checkbox"/> OTHER                   |
| <input type="checkbox"/> BANK TRANSFER | <input type="checkbox"/> _____                   |

**ALTERNATIVE CREDIT CARD:**

I authorize for Thyme Restaurant to use this alternative credit card for payment to the terms and conditions outlined in this agreement.

ACCOUNT TYPE:  Visa  MasterCard  Other \_\_\_\_\_

**CARD HOLDER NAME:**

**CARD NUMBER:**

FIRST NAME

LAST NAME

**EXPIRATION DATE:**

**3-DIGIT VERIFICATION CODE:**

Please note that if you choose to use an alternative form of payment, the payment timeframe remains the same. If the alternative method fo payment has not been received by the due date, the original credit card will be charged.

PLEASE PROVIDE ANY ADDITIONAL NOTES OR REQUIREMENTS:

I authorize for Thyme Restaurant to charge the alternative credit card indicated in this authorization form according to the terms outlined above.

This payment authorization is for the event described in this agreement.

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 and conditions indicated in this agreement.

HOST SIGNATURE:

DATE:

DD / MM / YY

## OFFICE USE ONLY

EVENT DATE APPROVAL:     Approved     Denied

RENTAL FEE RECEIVED:     Yes     No

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_