

spotlight karaoke

5901-P Westheimer Rd. Houston, TX 77057 ph: 713.266.7768 | 2700 Milam St. Houston, TX 77006 ph: 713.520.7768
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Private Company Party Contract

Name/ Event Name: _____

Coordinator's Name: _____

Coordinator's Phone Number: (_____) _____ - _____

Event Date: _____

Time: _____ to _____

Location (please choose): Westheimer (5901 Westheimer Rd) OR Midtown (2700 Milam St.)

Selected Area: _____

Number of Guests: _____

Each guest will be provided with 2 drink tickets by Spotlight Karaoke.

Each Drink ticket: \$6.00
Each Ticket's valued up to \$8.25

Total # of Tickets: _____

Cost of Tickets X \$6.00: _____

20% Gratuity: _____

Karaoke Jockey Service Fee: _____

Main Floor Rental Fee: _____

Total: _____

Arrangements for setup is 30 minutes prior to the start of the event. If you need more time before business operational hours, there will be a **charge of \$10 per hour service fee**. Please contact Charlie to make arrangements. Catering is accepted; however bring your own eating utensils, plates, supplies, and extension cords. There are limited outlets in the room. If you wish to serve heated food, chafers and chafer dishes are welcome. **No outside beverages allowed. This means anything you can drink.** Outside alcoholic items of any kind will result in forfeiture of deposit and request for your entire party to leave the premises immediately. We take this very seriously. Please make sure all guests are aware of this policy, we would hate for one of them to ruin your party.

Nothing on the walls, no glitter, no confetti.

Cleaning fee of \$200 will be imposed in the event any excessive cleaning is required.

In regards with the usage of the karaoke machines, we highly advised for you to avoid using other programs other than what is already set up on the computer. Opening other softwares and programs can cause complications and a lock down on the computer. This could possibly allow you not to continue for the rest of the night. There is an aux cord for you to use during the hours of the party. Please do not take home any equipment. The host is responsible for the replacement fee of \$100.00 charge for any damaged or missing equipment

(Furniture might be different from the website without any notices.)

No Reservations Final Until Confirmed with Management

Updated:12.23.17