

spotlight karaoke

5901-P Westheimer Rd. Houston, TX 77057 ph: 713.266.7768 fax: 713.266.6228

Westheimer Private Room Reservation Contract

***Private Rooms Minimum Drink Sales Requirement will be increase effectively on August 1, 2017, this includes an increase of the minimum gratuity.**

Minimum Drink Sales Requirement: (Please circle 1, 6, or 7)	Capacity	Guest Limit	Deposit	Minimum Gratuity
___ \$300: Room 1, 6 or 7*	20	25	\$100	\$54*
___ \$150: Room 2	10	15	\$100	\$27
___ \$450: Room 3*	30	40	\$200	\$81*
___ \$550: Room 4*	40	50	\$200	\$99*
___ \$550: Room 5*	40	50	\$200	\$99*

___ \$150: Add a Photo Booth (Hourly)
Photo Booth Start Time: _____ Photo Booth Hours: _____

Operating Hours:

Mon-Thurs: 7pm – 2am
Friday: 6pm – 2am
Saturday: 8pm – 2am
Sunday: 8pm – 2am
Holidays: 8pm – 2am

Dress Code Strictly Enforced
(see website for details)

All guests must be 21 years of age or older and provide current, valid Government issued ID.

Guest Limit cannot exceed posted numbers. We will refuse entry to any guests that exceed the limit of the room.
All Guests must meet our Dress Code standards. (See website for details.)

A credit card will be required at the start of the night for the party to proceed. You are responsible for the minimum drinks sales requirement and gratuity. If the drink sales requirement and gratuity is not met, you will then only be responsible of the difference.

Minimum Drink Sales requirement is the total amount spent by the entire of the room on all beverages purchases.

Only drinks ordered from the waitresses count toward the minimum drink sales.

Gratuity has not been added to your bill but a minimum of 18% gratuity is required base off the WHOLE party drink sales and (room charge if it applies). As the host, you are responsible for these requirements to be met. Waitress will refund deposit once minimum drink tab is reached.

Rooms will be held until 10pm unless otherwise agreed upon. If the party is late and does not contact management, reservation will be void and room given to walk-in parties. Deposit will not be refunded due to cancellation or no shows. Rescheduling must be done 3 weeks in advance.

Arrangements for setup is 30 minutes prior to the start of the event, if you need more time, please make arrangements with Charlie. If you need more time before business operational hours, there will be a charge of **\$10 per hour service fee if you request to come in early.** Catering is accepted; however bring your own eating utensils, plates, supplies, and extension cords. **There is limited/ NO outlet available in the room. It's highly recommended if you wish to serve heated food, chafers and chafers 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.

No glitter. No confetti. No silly string. Only birthday candles allow. No tape on walls.
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.

Replacement fee of \$100.00 will be charged for any damaged or missing equipment. And furniture might be different from the website without any notices.

By completing and signing this form, I hereby agree to the terms outlined above.
Before faxing or emailing this form check for availability at www.spotlightkaraoke.com/reservations.html
Then fax to 713-266-6228 or e-mail to dixie@spotlightkaraoke.com

Please fill out all below information:

Your Name: _____
Event Name: _____
Number of Guests: _____ Reservation Date: _____ Arrival Time: _____
Telephone: _____ Email: _____
Credit Card#: _____ Exp: _____ Security Code: _____
Billing Address: _____ Zip Code: _____

If emailing back, leave Credit Card Information blank and call 713-266-3338.

Signature: _____ Date: _____