



Private Dinner Event Info and Contract Policies

Rates and Schedule:

Tuesday – Wednesday: \$85/person + 18% service charge

Thursday – Saturday: \$95/person + 18% service charge

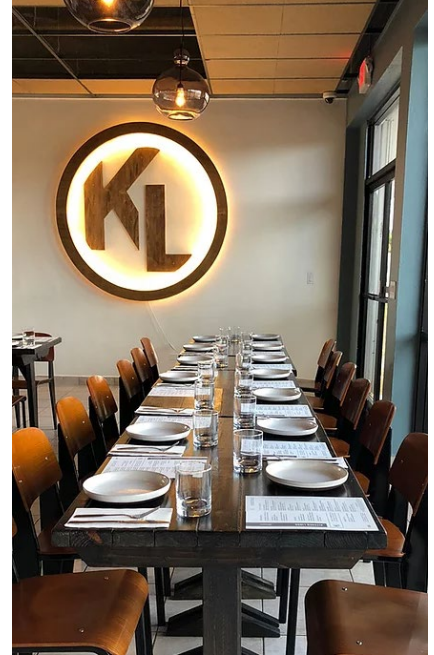
- Start as early as 5:30 or as late as 7 pm.
- Private events are scheduled for up to 3.5 hours

Service Details:

- Dinner served family style (large plates shared from the middle of each table).
- Chef's tasting menu consists of a variety of items from the current menu, including appetizers, entrees and dessert.
- Water and iced tea included; full cocktail, beer and wine menu available for purchase.
- Full kitchen staff, 2-3 servers and a bartender will be on-hand for your event.

Party Size:

- Minimum of 25 guests to reserve the restaurant for a private event
- The maximum guest count for a dinner event is 38; to include 30 guests seated at tables, with 8 additional seats available at the bar.
- Cocktail parties (standing room only, no dinner served) may be arranged; contact Kitchen Lingo for more information.



If you are interested in hosting your private dinner event at Kitchen Lingo, review the policies below and fill out the Private Event Contract. Email your signed private event contract to hafaadai@kitchenlingoguam.com, or deliver it to Kitchen Lingo at 153 Martyr Street Unit 101 in Hagatna.

If you have additional questions, please call us at 472-5550.

Contract Policies:

- Event scheduling is subject to the restaurant's availability. A manager will be in touch with you to confirm your event (submission of the contract does not guarantee a booking). A returned contract showing confirmed date and time and special requests will confirm your event.
- A minimum of 25 guests is required to book the restaurant for a private event.
- Payment is due at conclusion of event; payable by company check, credit card, or cash. Payments received after the day of the event may incur interest charges.
- Prices are subject to change.
- Decorations must be installed at least 2 hours prior to event start time.
- Bar tabs may be arranged; up to 4 bottles of wine may be brought in for a corkage fee of \$15 each.
- Please notify Kitchen Lingo at least 48 hours before your event if your guest count has changed. Otherwise, Kitchen Lingo will charge the event based on the guest count included in the contract, and any attendees above the guest count may be charged 1.5 times the per-person rate. The minimum guest count, regardless of attendees, is 25.
- Private event times over 3.5 hours may be charged a fee of \$50/half hour.
- Cancellations up to 48 hours before the event will incur a \$200 charge to the credit card on-file; cancellations within 48 hours of the event will be charged 50% of total event cost.
- An 18% service charge will be applied to the final bill for the event, including the bar tab. This service charge is distributed to employees.



PRIVATE EVENT CONTRACT

EVENT NAME: _____

POINT OF CONTACT: _____
name email contact #

DATE OF EVENT: _____ START TIME: _____ END TIME: _____
Tuesday – Saturday Start as early as 5:30, as late as 7. Over 3.5 hours may incur additional charges.

GUEST COUNT: _____ WILL DECORATIONS BE BROUGHT IN? YES NO
ARE YOU INTERESTED IN HIRING LIVE MUSIC? YES NO

SPECIAL REQUESTS: _____

BAR LIGHT BOX MESSAGE (UP TO 50-60 CHARACTERS): _____

METHOD OF PAYMENT: CREDIT CARD COMPANY CHECK CASH

*THE UNDERSIGNED UNDERSTANDS AND AGREES TO THE CONTRACT POLICIES AS DETAILED ON PAGE 1 OF THIS CONTRACT, AND HEREBY
AUTHORIZES KITCHEN LINGO TO CHARGE THE CREDIT CARD PROVIDED BELOW FOR ANY CANCELLATION OR CHANGE FEES.*

SIGNED: _____ DATE: _____

CREDIT CARD: _____
Visa MC AMEX Credit Card # Exp. CVV

KITCHEN LINGO USE ONLY:

KL MAIN POINT OF CONTACT: _____ CONFIRMED PRICE/PERSON: _____ DATE & TIME CONFIRMED: YES

SPECIAL REQUESTS CONFIRMED: _____

CONFIRMED GUEST COUNT: _____ METHOD OF PAYMENT: _____ FINAL EVENT CHARGES: _____