

# Zaharakos Since 1900<sup>®</sup>

**Ice Cream Parlor • Restaurant • Museum**

329 Washington St. Columbus, IN 47201

(812) 378-1900 • www.zaharakos.com • info@zaharakos.com

## Facility Rental Contract

Reservation will be guaranteed with a signature and deposit payment. The deposit payment of 50% of facility rental will be processed immediately. Please complete, sign, and return the form below to Zaharakos.

### Guest Information

Guest Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Phone (evening): \_\_\_\_\_

Phone (mobile): \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_ **Signature:** \_\_\_\_\_

### Event Information

Day of Event:  Mon  Tues  Wed  Thur  Fri  Sat  Sun

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Room:  Museum  Whitman Room  Green River Room  Crystal Parlor  Entire Facility

### Payment Information

Credit Card Number: \_\_\_\_\_ Type of Card: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CID: \_\_\_\_\_

Check Number: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_ Date Received and entered into POS: \_\_\_\_\_



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**Rooms/Seating Capacity:** The *Green River Room* (banquet hall upstairs) will accommodate up to 100 guests. The room includes a separate entrance, rich décor, lofted ceilings, windows, hardwood flooring, tables, chairs, and restrooms. For an additional \$50 fee, three wide screen TVs can be used for showing video or powerpoint presentations—also includes the use of a wireless microphone system.

The *Whitman Party Room* (first floor in the back) will accommodate 24 guests seated or for cocktails. The elegant décor includes a backbar, soda fountain, and the original 1900s front doors, and stained glass lighting. A wide screen TV is mounted on one wall that can be used (with an additional fee of \$50) for showing video or powerpoint presentations.

The *Museum* (adjacent to the original restaurant) accommodates 40 seated or 60 for cocktails. It is beautifully decorated and contains the largest collection of pre-1900 soda fountains on public display along with mechanical music instruments and other artifacts from the late 1800s to early 1900s.

The breathtaking *Crystal Parlor*, set in the late 1800s Victorian-style suite, is made complete with a bedroom, kitchen, bathroom, seating area, and formal dining room. It will accommodate 2-12 guests for a formal plated menu or from the regular menu. Adults only, please.

The *First Floor or Entire Facility* for up to 300 guests, is an amazing venue with unique items on display throughout.

**Catering:** All food and beverages must be supplied by Zaharakos unless other arrangements have been approved in writing.

**Unused Food & Beverage:** Any unconsumed food or beverage remains the property of Zaharakos. Guests are not permitted to take leftover food or beverage.

**Alcohol:** All alcoholic beverages will be prepared, supplied, and served by Zaharakos staff. Any leftover beverage remains the property of Zaharakos.

**Decorating:** Table decorations and flowers are acceptable, but absolutely no tape, no tacks, no glue, no paint, etc. Nothing will be allowed that can damage the floor, ceiling, walls, or antiques. Please get approval from the Events Coordinator for all decorations at least one week prior to the event.

**Conduct:** Guest agrees to conduct the function in an orderly manner in full compliance with applicable laws, regulations, and Zaharakos rules. Guest assumes full responsibility for the conduct of all persons in attendance and for any damages, loss or liability incurred therein. Zaharakos reserves the right to refuse the patronage and service of any party or guest(s) if they do not comply accordingly.

**Smoking:** Smoking is not allowed in any facility. This is a State Law.

**Clean up:** The party is responsible for cleanup of the facility (of their own decorations and such) and agrees to remove all litter resulting from their function and deposit it outside in the refuse container immediately following the event. Clean up can be arranged through Zaharakos at an additional cost.

**Damages:** By signing this agreement you accept responsibility for any damages to the facility or its contents as a result of misuse or willful misconduct.

**Compliance with Law:** This agreement is subject to all applicable federal, state and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, and the like. Zaharakos and its guest(s) agree to cooperate with each other to ensure compliance with such laws.

**Changes, Additions, Stipulations or Deletions:** Any



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changes, additions, stipulations or deletions will not be considered agreed to or binding on the other party unless such modifications have been initialed or otherwise approved in writing by such party.

### **Room Reservation Fee/Time:**

Each venue can be reserved between the hours of 7am-Midnight.

The *Green River Room* reservation fee is \$350 before 4pm and \$500 4pm to close for 4 hours plus food & beverage. Zaharakos will negotiate with the guest on the starting and ending times beyond normal hours of operation.

The *Whitman Room* reservation fee is \$50 plus food and beverage for 2 hours (including guest setup and cleanup) and \$50 for each additional hour thereafter.

The *Museum* reservation fee is \$50 plus food and beverage for 2 hours (including guest setup and cleanup) and \$50 for each additional hour thereafter.

The *Crystal Parlor* reservation fee is \$200 plus food and beverage for 2-12 guests. Parties fewer than 10 may incur additional fees. The cost per plate (formal or regular menu) does not include alcoholic beverages, tax or gratuity. Adults only, please.

The *First Floor* reservation fee is \$500 with the balance due the day of the event. Fee is based on the day, time, and hours used. All details and final guest count is required 2 weeks prior to the event. A separate contract will be generated based on food, drink and other amenities as requested.

The *Entire Facility* reservation fee is \$500 with the balance due the day of the event. Fee is based on the day, time, and hours used. All details and final guest count is required 2 weeks prior to the event. A separate contract will be generated based on food, drink and other amenities as requested.

### **Cancellation Policy:**

Rental fee is fully refundable up until one (1) month before the scheduled event. The balance of the rental fee will be charged at the conclusion of the event. Food, drink, dessert will be contracted separately from the facility rental contract and needs to be finalized no less than two (2) weeks before the scheduled event. Should an event be cancelled due to weather, customer agrees to pay costs incurred by Zaharakos for food/drink purchased but not prepared and served.

### **Other Arrangements:**

This contract is established for the room fee only. Food, drink, room set up, linens, etc. and all other arrangements will be made in a separate contract that must be finalized and signed no less than two (2) weeks before the scheduled event.

### **Alcohol:**

All alcoholic beverages will be prepared, supplied, and served by Zaharakos staff. Any leftover beverage remains the property of Zaharakos.