



### Event Request Form

- I, \_\_\_\_\_, submit this request to reserve space at Bar Deco for a party of \_\_\_\_\_ (# of guests) on \_\_\_\_\_ (date) at \_\_\_\_\_ (time).
- I am interested in private space, semi-private space, informal gathering space (please circle one).
- If available, I prefer space on the Second Floor, Third Floor, Rooftop\* (please circle one). *\*Rooftop reservations are only available in cases of a full rooftop buyout. Please find more information relating to rooftop reservations on page three of this document.*
- My maximum budget is \_\_\_\_\_ total, or \_\_\_\_\_ per person.

In most cases, there will be a required food and beverage spending minimum based on the time, date and space requirements of your event. Once this form is submitted, the event coordinator will inform you of any applicable minimums. Your reservation is considered tentative until pricing and availability is confirmed by the event coordinator. Please email your completed event request form to [chelsea@bardecodc.com](mailto:chelsea@bardecodc.com). If you wish to fill out an event agreement below to expedite the reservation process, please do.

---

### Event Agreement

All guests will be accounted for on one check. The host agrees to a 20% gratuity minimum. A food pre-order, if any, will be submitted 5 days prior to the event, and is considered tentative until pricing and availability is confirmed by Bar Deco. The host will confirm the guest count the day before the event via phone or email. For informal gathering space events with no f&b minimums in place, the space will be opened up to walk-in business if no one is present at 15 minutes past the reservation time. The following card will be kept on file until the end of the event. If no other payment is provided, this card will be charged for the total balance due at the close of the event. The bill can not be split, although in cases of an even split, multiple cards can be run for equal amounts.

Signed: \_\_\_\_\_  
Card Number/ Expiration: \_\_\_\_\_  
Cardholder's Signature: \_\_\_\_\_  
Host's Phone Number and Email: \_\_\_\_\_

*This agreement is not final until confirmed via email by the event coordinator, Chelsea Sexton, at Bar Deco. She can be reached at [chelsea@bardecodc.com](mailto:chelsea@bardecodc.com), or at (202) 774-5867.*



## Additional Information

Please initial next to services you are interested in, and fill out/attach appropriate information.

\_\_\_\_\_ **Food Pre-orders.** Interested in pre-ordering food? Please submit a food pre-order via email or telephone 5 days in advance of your event. If you miss the window- don't worry! In most cases we can still accommodate! Page 7 of our event portfolio is a great place to start thinking about food and is where you will find custom platter information. Our dinner menu also has many items that are great for sharing. Sample Lunch and Dinner Pre-Set Menus are included in our event portfolio as well. The event coordinator can answer any questions you have about ordering food.

\_\_\_\_\_ **Custom Signage.** Are you interested in personalized signage? We will create 8X10 graphics welcoming and directing your group, which will be placed in our lobby, elevator, and first-floor stairwell, as well as 8X10 reserved signs designating your reserved area within the restaurant. Please send your logo and preferred wording via email to the event coordinator. There is no charge for this service.

\_\_\_\_\_ **Cake.** Interested in serving cake? Cake options are listed on page 12 of our event portfolio.

\_\_\_\_\_ **Outside Cakes.** Prefer to bring your own cake? Our \$30 cake fee allows you to enjoy your own confections. We will provide plates, forks, napkins, candles and cutting/serving instruments.

\_\_\_\_\_ **Decorations.** Bringing banners, signs, streamers or swag? Please do! You will have access to your space 15 minutes prior to your reservation to put the finishing touches on your space.

\_\_\_\_\_ **A/V Needs.** For private reservations (cases where you have booked an entire room), we are able to provide a speaker, microphone, projector and screen set up. There is a \$40 charge for this service. Please circle the items you need, and plan to bring a laptop (both mac or pc cords are available) to play your presentation.

\_\_\_\_\_ **Extra Set-Up Time.** Need more than 15 minutes to set up? Please let us know what you have in mind, and we will do our best to accommodate!

\_\_\_\_\_ **Additional Notes.** Did we miss something? Please tell us more about your event needs.

# BAR DEC<sup>o</sup>

## ROOFTOP RESERVATIONS:

We are unable to take rooftop reservations except in cases of a full rooftop buyout. In most cases, the food and beverage spending minimum to book the rooftop for a private event is \$10,000. All guests must be accounted for on one check. In the case of inclement weather, your party will be relocated to the third floor. Please notify Bar Deco of the wish to move inside no later than 10PM the day before your event. Please sign below and fill out the information below if you are interested in this option. The reservation is not confirmed until the Event Coordinator confirms pricing and availability.

**Yes, I am interested in a rooftop buyout.** \_\_\_\_\_ **(Please Sign Here)**

Date of the Event

Start Time

End Time

