



20 - 103rd Avenue NE, Bellevue, WA 98004
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Thank you for choosing The Spot Off Main and The Spot Lounge for your upcoming private event. We look forward to serving you and your group. Please read over the following facility guidelines and contact us if you have any questions or concerns.

The Spot Off Main and The Spot Lounge Facility Guidelines

- A valid credit card and Credit Card Authorization form is required to reserve The Spot Off Main and/or The Spot Lounge.
- Minimum purchase requirements apply.
- Private Events are required to order from Private Event menus and are subject to Private Event pricing.
- If paying with separate checks, a labor fee equal to 5% of the food and beverage minimum is charged to host.
- All events are subject to a 20% service charge and 10% Washington State sales tax.
- Prices are subject to change. You will be informed when changes occur during the planning of your event.
- No outside beverages allowed.
- We ask that guests not occupy room more than 15 minutes prior to event's scheduled start time and vacate no more than 15 minutes past event's scheduled end time.
- You are welcome to bring your own commercially prepared specialty cake to your event. A service charge may apply to the cutting and serving of your cake.
- A signed Event Contract is due 10 days prior to the event and final guest count and final menu are due 7 days prior to event date.
- A private event may be cancelled 7 days prior to its schedule date at no charge. Cancellations that occur within 7 days of your scheduled event will be charged 50% of the food estimated for the event.
- Smoking is allowed outside in the designated smoking area only.
- The Spot is a 21 and over establishment. All guests need to have valid identification while on premises.

I have read, I understand and I agree to the terms of The Spot Off Main and The Spot Lounge facility guidelines above.

Contact Signature

Date