

# JINGU HOUSE AT THE JAPANESE TEA GARDEN – Special Events Information & Contract

## LAMBERT ROOM AND PATIO AT THE JINGU HOUSE

Our indoor dining room (The Lambert Room) is available for private reservations of up to 25 guests. Evening events will also have access to the attached patio.

## RESERVE YOUR DATE

To reserve your event date, a completed reservation contract and 50% prepayment of the estimated total must be submitted.

## CANCELLATIONS

Events cancelled 90 days or more before the event date will be refunded 100% of the prepayment. Cancellations 89-60 days will be refunded 50% of the prepayment. Cancellations less than 60 days before the event date will not be refunded.

## MINIMUMS AND RENTAL FEES (JINGU HOUSE ONLY)

Food & beverage minimums and room rental charges are listed below. Service charge and tax are additional. Cash bar sales do not contribute toward the food & beverage minimum.

DAY	RENTAL FEE	MIN F&B	EVENT START TIME
Monday-Friday lunch	\$150	\$400	start time between 10:00-3:00pm
Saturday-Sunday daytime	\$250	\$600	start time at either 10:00am -OR- 3:00pm
Monday-Thursday dinner	\$250	\$600	4:00pm earliest start time
Friday-Sunday dinner	\$350	\$1000	6:00pm earliest start time

## SERVICE CHARGE

A 20% service charge will be applied to the total food and beverage expenditure and added to your final bill. There is a minimum \$150 service charge required for all events. There is an additional \$150 fee for each chef working a station.

## RENTING THE PAVILION AND PARK

Reservations for large groups (26-300 people) using the upper garden and pavilion must be made through San Antonio Parks Foundation. To do so, complete the online form at [saparks.org](http://saparks.org). (Catering will then be coordinated with the Jingu House.)

## MINIMUMS (PAVILION AND PARK ONLY)

Food & beverage minimums for these larger groups reserving the pavilion and/or park are as follows: \$2500 Monday-Thursday dinner and \$3500 Friday-Sunday dinner. (Other caterers may have different required F&B minimums.)

## EVENT TIMEFRAME

Each event will have a maximum duration of 2 hours with an agreed upon start and end time. You will have access to the Lambert private dining room 30 minutes before the start time of your event. (Does not apply to pavilion/park reservations.)

## ALCOHOL SERVICE

Alcoholic beverages are charged based on actual per drink consumption at current restaurant pricing. By law, no beverages may be brought into or removed from the premises. Guests under 21 are not permitted to consume alcohol, even in the presence of their parents/guardians. In accordance with TABC, we reserve the right to refuse alcohol service to anyone.

## DECORATIONS

Decorations MAY NOT be attached to the walls, doors, or fixtures. No cascarones, confetti, glitter, papel picado or banners.

## FINAL PAYMENT

Your final itemized bill will be presented at the end of your event and full payment of the remaining balance is required at that time. We are not able to accommodate separate checks. We do not hold credit card numbers on file.

---

*I understand and agree to the above event policies for Jingu House at the Japanese Tea Garden.*

_____	_____	_____	_____	_____
Event Type	Name of Honoree	Event Day	Event Date	Event Time
_____	_____	_____		
Host Name	Host Phone	Host Email		
_____	_____	_____		
Host Signature	Date Signed			