



Wolfgang Puck Bar & Grill General Information, Terms and Conditions

- Location:** Conveniently located @ Disney Springs
1514 A. Buena Vista Drive
Lake Buena Vista, FL 32830
Hours of Operation, 11:00 am – 11:00 pm, 7 days a week
- Private Banquet Rooms**
- Semi-Private Dining Room: Up to 56 guests for sit down lunch/dinner or reception style up to 75 guests
 - Outdoor Patio: Up to 36 guests for sit down lunch/dinner or reception style up to 50 guests
 - Pizza Bar: Up to 22 guests for sit down lunch/dinner or reception style up to 35 guests
 - Chefs Table: Up to 36 guests for sit down lunch/dinner or reception style up to 50 guests
 - Complete facility buyouts available for up to 250 guests sit down lunch/dinner or reception style for up to 450 guests
 - All rooms are subject to a food and beverage minimum. Please see Catering Manager. Food and beverage minimums are NOT a total, they are the minimum for exclusivity of the space.
 - No A/V equipment is permitted without express written permission from Director of Catering
- Capacities are subject to change if food stations/buffet or dance floor is added. The above capacities are listed as minimum and maximum capacities per room. Banquet rooms are assigned accordingly to the anticipated number of guests. Wolfgang Puck Bar & Grill reserves the right to reassign space at anytime, if needed to accommodate all events. Wolfgang Puck Bar & Grill does not have pre-function space, cocktails prior to lunch/dinner events to take place in confirmed event space.
- Deposits & Payments:**
- To confirm an event space a 50% deposit of the food and beverage minimum along with the signed contract is required within one week from booking the reservation.
Deposits can be paid as follows:
- 1) Check
 - 2) Wire Transfer
 - 3) Credit Card
- In the unforeseen event that you find it necessary to cancel arrangements for your banquet function, please be aware of the following policy regarding refunds if the event is indeed cancelled:
- 60 days or more prior to your event, full refund
 - 59 days or less prior to your event, no refund
 - Additional non-refundable deposits may apply for larger events
 - For the month of December, a 90-day notice of cancellation is required
- The total bill is due at the conclusion of your event.
Wolfgang Puck Bar & Grill provides one bill at the conclusion of the event.
Upon request, Wolfgang Puck Bar & Grill can provide one total check for food / one total check for beverage but cannot provide any other form of separate checks.
Final payments can be made by cash, Visa, MasterCard, Diners Club, American Express, Discover or JCB.
Please note the credit card on file will be charged at the conclusion of the event unless other payment is provided on site.
Special Events are not included in any Disney Dining Plan.
- Guest Counts:**
- To allow Wolfgang Puck Bar and Grill to properly plan and staff your event a guaranteed final guest count is due two business days in prior to event. If a guaranteed number is not received, the original estimated number of guests will become the guaranteed number. No decreases are accepted after this time. Wolfgang Puck Bar & Grill will not be obligated to serve or set up for more than 10% above the guarantee number. Client will be billed for guaranteed guest count or actual number of guests, whichever is higher.

Menu Options:

Prices quoted for banquet menus are firm for 30 days only. Beyond 30 days, prices are subject to change without notice. Prices agreed to on a signed Banquet Event Order are binding. Your menu/wine selections must be provided to the Catering Department three weeks prior to your event date. Wolfgang Puck Bar & Grill reserves the right to change or substitute menu items if necessary, to ensure quality and freshness of food items. Please note that we do not allow any desserts to be brought into the restaurants.

Beverage Arrangements:

We offer complete cocktail, beer, wine and champagne service. All charges are billed on a per drink/consumption basis or by the bottle for wine & champagne. Beverage prices are in addition to the per person food menu. All charges are added to the final bill at the end of your event. Alcoholic beverages may not be brought into the restaurant from outside sources. Wolfgang Puck Bar & Grill reserves the right to change or substitute wine selections, should your wine selection become unavailable. We will substitute with another selection that is comparable to your original selection.

Administrative & Tax Fee

All food, beverage and room fee sales are subject to a 5% Administrative Fee plus applicable sales tax. The administrative Fee is not a gratuity and will not be distributed as gratuities to our employees who provide service to the guests at your event. The Administrative Fee represents charges for developing, planning and presenting your event. Charges, including food, beverage, room rental and administration fee (where applicable) are subject to current state sales tax. In select locations, the administration fee and any gratuity are taxable per State law.

Suggested Gratuity

While Wolfgang Puck Bar & Grill suggests a service gratuity of 18% the decision to pay a gratuity to the service staff providing service to the event, and the amount thereof, is at Host's sole discretion.

By filling in a percentage and initialing in the space provided, Host requests that Wolfgang Puck Bar & Grill include such gratuity on the check presented at the end of the event. The Host retains the discretion to adjust the foregoing amount up or down commensurate with the dining experience.

Please circle a percentage or option below to indicate the desired gratuity to be paid to the service staff.

17% 18% 19% 20% Other _____%

Music

Music is provided through the normal restaurant sound system. In the event of a buyout, Music may be arranged. However, If Wolfgang Puck Bar & Grill deems your musical arrangements to be disruptive to service in the rest of the restaurant, a loss of revenue fee will be added to your final bill. This fee will be confirmed by the Special Events Department once your musical arrangements have been finalized.

Rentals & Decor:

We will be happy to assist you with ordering flowers, specialty linen, chairs, tables at your request. There is a two-business day cancellation policy on all vendor orders. These charges will be added to your final bill and payable at the conclusion of the event. Charges are not applicable to the food and beverage minimum.

If you choose to rent tables or chairs an additional storage / moving fee may apply for storage of inhouse furniture.

Wolfgang Puck Bar and Grill must be notified no less than two business days prior to event date on any vendor deliveries that you may have arranged.

Any large deliveries must be approved in advance by your Special Events Manager. Please note, balloons are not permitted in the restaurant.

Wolfgang Puck Bar & Grill is not responsible for any rentals or décor that is brought into the restaurant and/or not picked up the same day prior to closing.

Host takes full responsibility for any damages other than normal wear and tare do to the property as a result of the hosts vendors, guests or staff.

Should any damage to the property occur Wolfgang Puck Bar & Grill will hire their own vendors and bill host for the cost of the repair.

Please note Disney Springs also has strict time lines of when deliveries may be received. Please inquire with Special Events Manager on times

A signature below indicates that you have read and agree to the terms and conditions of this agreement as outlined above.

Authorized Representative: _____

Company/Group: _____

Date: _____