



PRIVATE DINING POLICIES

RESERVATION POLICY: To secure a Private Dining Room, a credit card number, signed contract, and signed policies are required. Menu and wine selections should be decided upon as quickly as possible to allow for product availability. If signed contract, signed policies, credit card, and/or menu selection are not received within a reasonable time, the room reservation is subject to cancellation.

CANCELLATION POLICY: Reservations must be cancelled at least three (3) business days prior to the event. Reservations cancelled less than three (3) days prior to the event will be charged a cancellation fee to the credit card on file. Cancellation fees will be determined to be 20% of the contracted room minimum.

GUARANTEED GUEST COUNT: A final guest count is required three (3) business days prior to the event and is not subject to a reduction in the guarantee after that time. Client will be billed for guaranteed minimum or actual guest purchases whichever is greater. Pre-set menu events will be billed according to final guest count provided by the client or the number of attending guests whichever is greater.

TABLE AND ROOM SET-UP: At Client's request, Waters will set up to five (5) seats over the guaranteed guest count. Should no guaranteed number be provided three (3) days before, Waters will prepare for the most recent estimated number of guests. Waters will accommodate special arrangements in the Private Dining Rooms to the best of our ability. Client may bring decorations with prior approval. Approval must be established no less than seven (7) days prior to the event. Items that will not be allowed are: noise makers, nails in the walls, Scotch style tape on the walls, graffiti scatter, confetti, etc.

MENUS AND ORDER-TAKING: Pre-Set Menus will be required for groups that are larger than twenty (20) guests. Please inquire about prix fixe lunch and dinner options provided by Waters. In the event that the client has a speaking program, orders must be completely taken before the speaker and/or program begins. Take-out orders may be subject to additional charges. Steps of service and table-side details will be ultimately determined by Waters.

DESSERTS: Client may bring in a cake with approval at least seven (7) days prior to the event with the understanding that a cake-cutting fee will be applied.

301 Main Street | Fort Worth | Texas | 76102

Phone: 817.984.1110 | Fax: 817.984.1115

PrivateDining@WatersTexas.com



WINE: Client may not bring in wine from their personal collection.

TAX AND CONTRACTED SERVICE CHARGES: Texas State sales tax of 8.25% will be automatically added to the final bill, unless a valid tax exempt form has been provided in advance of the event. A 21% Contracted Service Charge will be automatically added to the final bill. If separate checks are requested (either in advance or on the day of the event), an additional 2% Contracted Service Charge will be added. Separate checks will not be allowed on groups of 20 or more guests without prior approval by Private Dining Coordinator.

WAIVERS: In the event that Waters approves changes to the policies listed in Private Dining Policies or to a set menu, a waiver page must be signed along with the Private Dining Contract.

RENTALS: Audio Visual Hook-Up in Chef's Table: \$200.00

RESERVATION MINIMUMS: There is a food and beverage minimum to reserve a Private Dining Room at Waters. Each room has a food and beverage minimum that corresponds to either the number of guests that the room will hold or the absolute allowable minimum (regardless of the number of guests, the minimum will not fall below this amount). Weekends, Specific Holidays and the Holiday Season rates are to be determined by Waters.

PRICING: All menu prices and room minimums are subject to change.

INCLEMENT WEATHER: In the event of inclement weather, Waters Restaurant reserves the right to choose to close for business to consider the safety of its employees and patrons. Notice of such closure would be immediately communicated to all reservations and event coordinators.

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ROOM ABSOLUTE MINIMUMS:

CHEF'S TABLE MAXIMUM 12 GUESTS
LUNCH \$300.00
DINNER \$800.00-\$1200.00* - \$1400.00**

DINING ROOM
BUYOUT MAXIMUM 120 GUESTS
LUNCH \$7,000
DINNER \$14,000 - \$20,000* - \$25,000**

PATIO
BUYOUT MAXIMUM 70 GUESTS
LUNCH \$5,000
DINNER \$7,500 - \$14,000* - \$22,000**

RESTAURANT
BUYOUT MAXIMUM 200 GUESTS
LUNCH \$11,000
DINNER \$18,000 - \$28,000* - \$38,000**

* Weekends, Specific Holidays and the **Holiday Season

Event Coordinator

Date

Waters Event Coordinator

Date

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WAIVER PAGE

Listed below are items that have been waived by the Waters Event Coordinator for the _____ on _____ . By signing this waiver, the event coordinator is acknowledging the requests listed below are for this event and this event only.

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-

Event Coordinator

Date

Waters Event Coordinator

Date

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