FINN

PRIVATE DINING INFORMATION AND EVENT CONTRACT

Thank you for considering FINN for your private dining experience. As a beloved Missoula institution, FINN is proud to offer relaxed, approachable fine dining paired with warm hospitality and bold, creative cuisine. Our award-winning wine program, full bar, and menu—featuring hand-cut steaks, fresh oysters, and stone-fired pizzas—can be enjoyed alongside scenic views of the Clark Fork River and Mount Sentinel. We are committed to delivering exceptional experiences, and we appreciate the opportunity to host your event. If you have any questions, special requests, or need additional information, a member of FINN's management team would be happy to assist you.

I. Agreement & Confirmation

To confirm your event, a completed and signed Private Dining/Event Agreement—either electronic or handwritten—is required. All modifications to your event details or food and beverage selections must be submitted in writing via email at finn@missoulaedgewater.com. Reservations are confirmed on a first-to complete basis.

II. Payment Policy

To secure your reservation, valid credit card information is required. This card will be held on file for potential damages, cancellations, or unpaid balances. It does not have to be the final form of payment.

- The total bill will be presented at the conclusion of the event.
- One check will be presented with a 20% gratuity added to the subtotal.
- Payment may be made with up to three credit cards(split evenly) or fully in cash.
- Checks are not accepted.
- If the final payment fails to meet the agreed-upon minimum, the card on file will be charged for the difference.

III. Food and Beverage Minimums

FINN does not charge a rental fee or require deposits for private dining space. Instead, a food & beverage minimum applies based on the time of service (breakfast, lunch, happy hour, or dinner). This minimum reflects the amount agreed to be spent on food and beverages during the event.

Please note:

- Gratuity, gift card purchases and to-go orders do not count toward the food and beverage minimum.
- Final head count must be confirmed two weeks in advance.

IV. Capacity, Room Options & Availability

We offer a variety of private dining spaces to accommodate different group sizes and experiences:

Breakfast, Lunch or Happy Hour Events (7am-5pm; out of space no later than 5pm)

- **Main Private Dining Room**
    - **Half Room:** 10-15 guests; **$200 minimum**
    - **Full Room:** up to 26 guests; **$400 minimum**
- **Wine Room:** up to 8 guests: **$400 minimum**
- **Lounge Space:** (open concept): up to 50 guests; **$600 minimum**

Dinner Events (5pm-10pm)

- **Main Private Dining Room**
    - **Half Room:** 10–15 guests; **$400 minimum**
    - **Full Room:** up to 26 guests; **$800 minimum**
- **Wine Room:** up to 8 guests; **$500 minimum**
- **Lounge Space:** (open concept, cocktails and appetizers only): up to 50 guests; **$1,250 minimum**

Spaces are assigned on a first-confirmed basis. Reservation is secured upon completion of this agreement and receipt of credit card information.

V. Reservation Commitment & Cancellation Policy

All private dining events are allotted with a four-hour time limit. If the host is more than 45 minutes late, the reservation will be canceled and subject to cancellation fees.

- **More than 7 days' notice:** No fee
- **6 days to 48 hours:** 50% of food & beverage minimum charged
- **Less than 48 hours or no-show:** 100% of food & beverage minimum charged

VI. Menu Selection

- Groups under 15 guests may order from FINN's full menu based on service (breakfast, lunch, happy hour, or dinner).
- Groups of 15–26 guests must select a set menu.
- For parties larger than 26 requiring event space, please consult our Sales Department at 406.542.4615.

Menu selections, allergy information, and dietary restrictions must be submitted at least 5 days in advance. We will make every reasonable accommodation.

VII. Bar Service

FINN offers the following bar service options:

- Full Bar, Beer & Wine Only or Cash Bar

VIII. Outside Food & Beverage

- No outside food, beverage or alcohol is allowed under any circumstances.
- Cakes or desserts may be brought in with written approval and will incur a $25 service fee (or $1/guest, whichever is greater).
- All gift baskets containing alcohol must remain sealed.
- Unfinished bottles of wine purchased at the event may be recorked and taken home by the host.

IX. Decorations and Damages

Decorations are welcome with prior approval and must adhere to fire, safety, and aesthetic standards. Guests are responsible for setup and teardown.

- **Glitter or confetti is PROHIBITED and will incur a $100 cleaning fee.**

If available, early access to the space may be granted for setup. The client is liable for any damage or excessive cleaning required due to the event. FINN reserves the right to assess additional charges for damages to furnishings, fixtures, or equipment.

X. House Policies

- FINN is a non-smoking venue, including all indoor areas, the deck, and the adjoining hotel property.
- Service animals are welcome in accordance with ADA law.
- FINN reserves the right to refuse service to anyone appearing intoxicated or under the influence of controlled substances.
- Legal ID is required for all alcohol services.
- We do not provide individual or itemized checks for private events.

XI. Force Majeure & Liability

FINN, its ownership, and management shall not be held liable for failure to perform this agreement due to events beyond our control, including but not limited to natural disasters, utility failures, or mandated closures.

FINN

PRIVATE DINING EVENT RESERVATION CONTRACT

EVENT DATE: ____/____/_____

TYPE OF EVENT: _____ ARRIVAL TIME: _____ GUEST COUNT: _____

CONTACT: _____ PHONE: _____

EMAIL: _____

CREDIT CARD: _____-_____-_____-_____ EXP DATE: _____/_____/_____ CVV: _____

NAME ON CARD: _____ SIGNATURE:_____

MEAL PERIOD: ☐ Breakfast ☐ Lunch ☐ Happy Hour ☐ Dinner

EVENT SPACE: Private Dining Room ☐ Full or ☐ Half | ☐ Wine Room | ☐ Lounge

BAR SERVICE: ☐ Full Bar | ☐ Beer & Wine Only | ☐ Cash Bar

A/V EQUIPMENT: ☐ The Private Dining Room has an HDMI-accessible TV for presentations $50

SPECIFIC REQUESTS

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You, as the client, have read and understand FINN's policies and procedures, especially regarding the cancellations and food and beverage minimum spending policies. If you, as the client, cancel your reservation following completion and acceptance of this contract by FINN's management, FINN reserves the right to charge the provided credit card information a cancellation fee based on the provided cancellation notification requirements.

"The undersigned acknowledges that they have read and understand the Private Dining Event Reservation Contract in its entirety and agree to all of its terms and conditions by signing and dating below."

SIGNATURE: _____ DATE:_____

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