S A N A

EVENT AGREEMENT & TERMS AND CONDITIONS

This Event Agreement ("Agreement") is entered into by and between **SANA Restaurant** ("Restaurant") and the undersigned client ("Client") as of the date of last signature below.

1. EVENT DETAILS

- **Client Name:** _____
- **Company (if applicable):** _____
- **Phone:** _____ **Email:** _____
- **Event Type:** _____
- **Event Date:** _____
- **Event Start Time:** _____ **End Time:** _____
- **Event Location:** SANA Restaurant, _____
- **Estimated Guest Count:** _____

2. SPACE & SERVICES

Restaurant agrees to reserve the designated space(s) for the event and to provide food, beverage, staffing, and related services to be agreed upon at a later date.

Specific menu selections, beverage offerings, pricing details, staffing levels, and service style will be confirmed separately in writing once finalised by both parties. Such details, once agreed upon, shall be binding but are not required for this Agreement to be valid and enforceable.

3. FOOD & BEVERAGE MINIMUM

The Client agrees to a minimum spend of **AED** _____, of which **AED** _____ is redeemable towards food and beverages of their choice, and **AED** _____ is allocated as a room hire fee.

If the minimum spend is not met, Client agrees to pay the difference, which shall be charged as a **room hire fee**.

Only food and beverages provided by SANA Restaurant count toward the minimum unless otherwise approved in writing.

4. DEPOSIT & PAYMENT TERMS

- Client is required to submit an **immediate, non-refundable deposit equal to fifty percent (50%) of the agreed minimum food and beverage spend** in order to secure the event date and space.
- Final and full payment of the estimated total is due no later than **seven (7) days prior to the event date**, unless otherwise agreed to in writing.
- With prior written approval from the Restaurant, the final balance may be settled on the night of the event.

Failure to submit required payments by the agreed deadlines may result in cancellation of the event.

5. CANCELLATION & RESCHEDULING

- Cancellations for semi-private or full private events made **fifteen (15) days or more** prior to the event date are eligible for a full refund of the deposit.
- Cancellations made **within fourteen (14) days** of the scheduled event date are **not eligible for a deposit refund**.
- Rescheduling is subject to availability and Restaurant approval.
- Neither party shall be liable for failure to perform its obligations where such failure is due to events beyond reasonable control ("Unforeseen Circumstances"), including but not limited to acts of God, government restrictions, civil disturbance, public health emergencies, natural disasters, or any event that makes it illegal or impossible to proceed with the scheduled event.
- In the event that either the Restaurant or the Client must cancel a scheduled event due to Unforeseen Circumstances, written notice of cancellation must be provided no later than **seventy-two (72) hours** prior to the scheduled start time of the event. Where such notice is properly given, any prepaid amounts related to that specific event shall be **fully refunded.**
- If cancellation notice is **not** received at least **seventy-two (72) hours** prior to the event start time, any prepaid amounts shall be retained as a credit toward a future event date. Such credit must be **utilised within twelve (12) months** from the original event date and shall remain subject to availability and mutual agreement of the parties.

6. GUEST COUNT GUARANTEE

Client must provide a final guaranteed guest count no later than **seven (7) days** prior to the event. Charges will be based on the guaranteed guest count or actual attendance, whichever is greater.

7. DAMAGE & LIABILITY

Client assumes responsibility for the conduct of all guests and vendors and agrees to pay for any damage to Restaurant property caused during the event. Client agrees to indemnify and hold harmless SANA Restaurant from any claims arising from the event.

8. DECORATIONS, ENTERTAINMENT & VENDORS

All decorations, entertainment, and outside vendors must be approved in advance. No open flames, confetti, nails, adhesives, or materials that may damage Restaurant property are permitted without written approval.

9. PHOTOGRAPHY & MARKETING

Restaurant may photograph the event for marketing purposes unless Client submits written notice opting out prior to the event. Client may not use Restaurant branding without prior written consent.

10. ALCOHOL SERVICE

Alcohol service is subject to all applicable laws. Restaurant reserves the right to refuse service to any guest appearing intoxicated. Outside alcohol is not permitted unless approved in writing and may be subject to corkage fees.

11. COMPLIANCE WITH LAWS & HOUSE RULES

Client and guests agree to comply with all applicable laws, health and safety regulations, and Restaurant policies. Restaurant reserves the right to terminate the event if unsafe or unlawful behaviour occurs.

12. SPECIAL EVENT CONDITIONS

The following Special Event Conditions shall apply exclusively to this event and shall prevail over any conflicting provisions contained elsewhere in this Agreement.

A. Deposit

Notwithstanding the standard deposit requirements set out in this Agreement, the Client agrees to pay a **non-refundable deposit of AED 10,000** to secure the event date and venue.

The remaining balance of the required deposit, equivalent to **fifty percent (50%)** of the agreed minimum food and beverage spend, shall be paid no later than **fifteen (15) days** prior to the scheduled event date.

B. Bespoke Food & Beverage Development

SANA Restaurant agrees to develop bespoke, off-menu food and beverage offerings specifically for this event based on the Client's concept, preferences, and requirements.

The Client acknowledges that the development process may include menu creation, recipe testing, sourcing of specialty ingredients, procurement or hire of equipment, and other preparations necessary to deliver the agreed experience.

C. Development Costs in the Event of Cancellation

In the event the Client cancels the event at any stage after this Agreement has been signed, SANA Restaurant shall be entitled to recover all reasonable costs incurred in connection with the development of the bespoke food and beverage offering.

- Such costs may include, but are not limited to:
- Purchase of ingredients or specialty products;
- Purchase or hire of equipment, tools, serving ware, or glassware;
- Recipe development and product testing;
- Supplier charges;
- Any other reasonable costs directly incurred in the preparation and development of the bespoke food and beverage offering.

These costs shall be deducted from any refundable portion of the Client's deposit before the remaining balance is refunded.

D. Supporting Documentation

Prior to processing any refund, SANA Restaurant agrees to provide the Client with copies of the relevant receipts, supplier invoices, or other reasonable supporting documentation evidencing the development costs deducted from the deposit.

Any remaining balance of the deposit, after deduction of the documented development costs and any other amounts due under this Agreement, shall be refunded in accordance with the cancellation terms set out herein.

13. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the parties and supersedes all prior discussions. Any amendments must be made in writing and signed by both parties.

14. SIGNATURES

CLIENT

Signature: _____ Date: _____

Printed Name: _____

SANA RESTAURANT

Signature: _____ Date: _____

Name & Title: _____