

OFF-SITE EVENT AGREEMENT

Smoke and Joe Cigar Lounge

29850 N. Tatum Blvd., Unit 115, Cave Creek, AZ 85331 | (480) 563-8543

Thank you for choosing Smoke and Joe Cigar Lounge for your off-site event. This agreement outlines what every off-site package includes, package pricing, add-ons, host responsibilities, and reservation terms. Please complete all sections below.

WHO THIS IS FOR

Off-site service is offered for events held at businesses, venues and organized outings, such as weddings, golf outings, corporate and employee events, and fundraisers. Service is not available at personal residences.

Cigar guest means each person receiving the cigar package, not total event attendance.

OFF-SITE PACKAGES

EVERY PACKAGE INCLUDES - SMOKE AND JOE ON SITE FOR 2 HOURS

Cigars	One cigar per cigar guest
Cutters & Lighters	One cutter and one lighter per cigar guest
Butane	Butane included
Ashtrays	Up to 10 ashtrays, if needed
On-Site Time	Smoke and Joe on site for a 2-hour block
Availability	Seven days a week; service can start as early as 6:00 AM and must end by 12:00 midnight
Travel	Included within 25 miles of the lounge; beyond 25 miles, see Add-Ons table

How package size works: Choose the package size that covers every cigar guest (not total event attendance): Up to 15, Up to 30, Up to 50, Up to 75, Up to 100. Each package includes cigars, cutters and lighters for the full package size. Smoke and Joe always brings the full package size, and the host keeps any unused items.

PACKAGE PRICES

Package Size	MID RANGE (cigars retail up to \$15)		HIGH RANGE (cigars retail up to \$30)	
	Cash/Check	Credit/Debit	Cash/Check	Credit/Debit
Up to 15	\$1,500	\$1,545	\$1,750	\$1,805
Up to 30	\$2,050	\$2,115	\$2,500	\$2,575
Up to 50	\$2,750	\$2,835	\$3,500	\$3,605
Up to 75	\$3,600	\$3,710	\$4,750	\$4,895
Up to 100	\$4,500	\$4,635	\$6,000	\$6,180
100+	Call for custom pricing			

Cash/Check prices apply to cash or check payments. Credit/Debit prices apply to card payments.

ADD-ONS

Add-On	Cash/Check	Credit/Debit
Extra hour (until 12:00 midnight max)	\$250	\$260
Travel, per mile past 25 (one way)	\$2.00	\$2.10

EXTRA ROUND PRICES (each round covers the full package size)

Package Size	MID RANGE ROUND		HIGH RANGE ROUND	
	Cash/Check	Credit/Debit	Cash/Check	Credit/Debit
Up to 15	\$300	\$310	\$525	\$545
Up to 30	\$600	\$620	\$1,050	\$1,085
Up to 50	\$1,000	\$1,030	\$1,750	\$1,805
Up to 75	\$1,500	\$1,545	\$2,625	\$2,705
Up to 100	\$2,000	\$2,060	\$3,500	\$3,605
100+	Call for custom pricing			

Each extra round is one additional cigar for every cigar in your package size. Rounds can be Mid Range or High Range, no matter which package level you choose.

HOST RESPONSIBILITIES

- **Smoking Area:** The host is responsible for providing a legal, approved smoking area for the event.
- **Seating & Tables:** The host is responsible for any seating and tables.
- **Beverages:** The host is responsible for all beverages. Smoke and Joe brings no alcohol.
- **Age:** All cigar guests must be 21 or older. Smoke and Joe may check ID and refuse service.

TERMS

- **Pricing & Substitutions:** Prices on this sheet are subject to change at any time due to manufacturer pricing, tariffs, taxes or availability. Once this agreement is signed and payment is received, the agreed price is locked and binding for this event. Smoke and Joe may substitute cigars, cutters and lighters of comparable or greater quality.
- **Quote Validity:** Quotes are valid for 14 days from the date issued. After that, pricing is re-quoted at current rates.
- **Payment:** Full payment and this completed agreement are required a minimum of 30 days before the event. Payments are non-refundable. One payment and one receipt will be issued for the off-site event. Checks must clear at least 30 days before the event.
- **Reservation:** A requested date is not confirmed until Smoke and Joe has received the signed agreement and required payment. For checks, the reservation is confirmed after the check clears.
- **Cigar Selection:** Smoke and Joe hand-picks every cigar to fit your group. The host agrees to share the experience level of the cigar guests when this agreement is signed. Updates can be made up to 14 days before the event. If the host marks Unknown, Smoke and Joe will choose cigars based on the type of event, so every cigar guest, from first-timers to seasoned smokers, gets a cigar they'll enjoy.
- **Cigar Guest:** Cigar guest means each person receiving the cigar package, not total event attendance.
- **Event Hours:** Off-site events are available seven days a week, weekdays and weekends. On-site service may start as early as 6:00 AM on any day. Including any extra hours, service must end by 12:00 midnight on any day; there is no service past midnight.
- **Travel:** Included within 25 miles of the lounge. Beyond 25 miles, travel is charged per mile for each mile past 25 (see Add-Ons table), measured one way by driving distance from the lounge to the venue (this one-way rate covers the round trip).
- **Package Size:** Package sizes are Up to 15, Up to 30, Up to 50, Up to 75, Up to 100 cigar guests; more than 100 is custom pricing. Smoke and Joe always brings the full package size, and the host keeps any unused items. Each extra round also covers, and is charged for, the full package size.

EVENT DETAILS - PLEASE COMPLETE

Event Name / Type:	_____	Event Date:	_____
Venue Name:	_____	Start Time:	_____ AM / PM
On-Site Contact:	_____	End Time:	_____ AM / PM
Contact Phone:	_____	Smoking Area:	_____
Venue Address:	_____	City / State / ZIP:	_____

Service hours: start no earlier than 6:00 AM; end by 12:00 midnight, including any extra hours. Available seven days a week.

YOUR PACKAGE

Package Level: ☐ Mid Range ☐ High Range

Package Size: ☐ Up to 15 ☐ Up to 30 ☐ Up to 50 ☐ Up to 75 ☐ Up to 100

Expected Cigar Guests: _____

Paying By: ☐ Cash / Check ☐ Credit / Debit

EVENT TOTAL

Item	How Many	Price
Package	1	\$ _____
Extra Mid Range Rounds	_____	\$ _____
Extra High Range Rounds	_____	\$ _____
Extra Hours	_____	\$ _____
Miles Past 25 (one way)	_____	\$ _____
EVENT TOTAL		\$ _____

See the price tables for rates.

CIGAR GUEST PROFILE

Experience Level: ☐ Mostly first-time / occasional ☐ A mix ☐ Mostly experienced ☐ Unknown

PAYMENT METHOD

☐ Cash ☐ Check # _____ ☐ Credit Card ☐ Debit Card

Total Amount Paid: \$ _____ Date Paid: _____ Receipt #: _____

HOST / CLIENT INFORMATION

Printed Name: _____ Phone: _____

Company / Organization: _____ Email: _____

Address: _____

City / State / ZIP: _____

AGREEMENT & SIGNATURE

By signing below, I acknowledge that I have read, understand, and agree to the terms of this agreement, including payment and reservation terms, pricing and substitution terms, host responsibilities, age requirements, and the package, add-ons and total stated above.

Client Signature: _____ Date: _____

Printed Name: _____

Smoke and Joe Representative: _____ Date: _____

Representative Printed Name: _____