

# The Pub & Restaurant

## Banquet & Private Dining Contract & Information



### **Reservations & Initial Deposit**

*A Banquet or Private Dining reservation can only be held for a maximum of seven (7) days without a deposit. Once we've received a signed contract and the \$100.00 initial deposit, your function is firmly booked and we will hold the date for you. If we do not receive the contract and \$100.00 initial deposit we may release the date and time to another customer after the seven days have passed. The \$100.00 initial deposit is non-refundable, but will be credited to your final invoice.*

*Initial (\_\_\_\_)*

### **Additional Deposit & Cancellations**

*Additional deposits are required to confirm your reservation. A **Private Dining Room Fee** will be added to your final invoice presented at the end of the event. A 25% of the total estimated price of the event, as specified below, is due four (4) weeks prior to the event, or immediately if this contract is signed within four (4) weeks of the event date. The total estimated price is subject to change as you make changes or additions to the menu.*

*If you cancel less than thirty (30) days prior to your event, your 25% additional deposit and any other additional deposits are non-refundable. If you cancel less than 48 hours prior to your event, you will be charged 100% of the total estimated price of the function.*

*This agreement is void if it cannot be performed due to any "Act of God" or cause beyond **The Pub & Restaurant's** control, at which time a full refund will be provided to the customer. If food or services specified cannot be furnished due to such circumstances, at **The Pub & Restaurant's** sole discretion, other food and services may be substituted at prices ordinarily charged for them, but not in excess of the agreed price.*

*Initial (\_\_\_\_)*

### **Dining Room Policies and Fees**

*The private dining room fee is \$100 per hour. It includes a complete room set up, your private use of the room, and specially-assigned staff to work with you during your event. The starting time and the duration of your event must be approved by the Banquet Manager at least one week before your banquet. The room fee will be charged for the duration of your event from the scheduled starting time. You may extend the duration of your event at additional charge, if there is no other event booked. We cannot guarantee the quality of the prepared food if your party arrives late. All events must end by 11p.m. Please check with the Banquet Manager before purchasing and/or affixing any decorations. We*

are more than happy to accommodate special requests for flowers and additional decorations, at additional charges. By permission only, we do allow our guests into the banquet room prior to a scheduled event. We do not allow confetti, flower petals, rice, silly string, or other things that are difficult to clean-up. Please do not tape, nail, or wire anything to the walls, floors, ceilings, etc. Any damages to the premises or equipment of **The Pub & Restaurant** will be charged to the host of the event. **Charges for additional cleanup or damages will be assessed to the final billing if these requirements are not honored.** Any “special” arrangements made through **The Pub & Restaurant** (i.e., floral, specialty cakes, party rentals, etc.) will be added to the final invoice given at the end of the event, along with a 10% surcharge. **Payment is nonrefundable if contracted services cannot be canceled.** We do decorate **The Pub & Restaurant** during the holiday season.

**Initial (\_\_\_\_\_)**

## **Alcohol Services and Charges**

**Open or cash bar set-up fee is \$75.** This fee covers setup and tear down service, bartender, and all glassware. We offer a choice of an **open bar** (the host is responsible for all costs, including the costs of beverages served, all applicable fees, and 20% gratuity), or a **cash bar** (guests will purchase their own drinks, and the host will be responsible for all applicable fees, and 20% gratuity). The choice of wine, beer, and liquor selections must be determined with the banquet manager at least one week before your event. If you would like to opt out of the bar in the banquet room, or your guests are interested in drinks that are not included in the bar upstairs, they are more than welcome to purchase them at the bar downstairs by opening their own tabs.

**Initial (\_\_\_\_\_)**

## **Minimums, Menu Selection & Changes**

**The Pub & Restaurant** requires a minimum of 15 people to reserve the banquet room, and a **food minimum of \$15 per person.** This minimum does not include beverage, 6% sales tax, 20% gratuity, the private dining room fee, or any special arrangements that are added to all bills. For groups between fifteen (15) to twenty (25) guests who would like to order off our downstairs restaurant menu, please be aware that this option is only available Monday thru Thursday, and at the Banquet Manager’s discretion. Banquets occurring Friday through Sunday, must pre-order a specific menu from the Banquet Packet and follow the above specifications.

**The final menu and guaranteed head count is four (4) weeks prior to your event.** If a final guaranteed head count is not received, the most recent number of guests specified will be the final guaranteed head count. If the menu includes a choice of entrée, the Banquet Manager must be advised of the exact number of each entrée at this time. If there is a need for more of a specific item, an extra charge will be added. We will do our best to accommodate guests above and beyond your considered final count, however, the choice of entrée will depend upon availability and appropriate charges will be applicable. You will be responsible for the charges associated with the final guaranteed headcount or the actual number of guests, whichever is greater.

**Initial (\_\_\_\_\_)**

*The prices are subject to change due to market price fluctuations. However, once the 25% deposit of the total price and the signed contract are received, the quoted menu prices will be honored. We strive to accommodate our guest's requests, but your additions or substitutions may require additional costs.*

*Initial (\_\_\_\_\_)*

## **Limitations & Payment**

*No food or beverage may be consumed in the restaurant other than that provided by **The Pub & Restaurant**. Pennsylvania State Liquor Control Board regulates the service and sale of alcoholic beverages. As a licensee, **The Pub & Restaurant** is responsible for the administration of these regulations. Therefore, no alcoholic beverages may be brought in or removed from the event space.*

*Initial (\_\_\_\_\_)*

*Should **The Pub & Restaurant** find that any customer or guest has brought any type of alcohol onto the premises, or allows anyone under the Pennsylvania legal drinking age of 21 to consume any alcoholic beverage, the Restaurant reserves the right to close the bar immediately and/or terminate the function entirely at the customer's expense. Every guest must have a valid I.D. in their possession to be served. **The Pub & Restaurant** reserves the right to refuse to serve alcohol to any of your guests if, in **The Pub & Restaurant's** sole determination, they are intoxicated. The customer agrees that they assume responsibility for all criminal and civil fines, loss of business, assessments and liability incurred by **The Pub & Restaurant** as a result of violating any of the above provisions.*

*Initial (\_\_\_\_\_)*

*You agree that you are responsible for the behavior of your guests, including payment for any damages caused by the host or guests. **The Pub & Restaurant** is not responsible for the security or loss of personal items brought onto the premises, if the loss is not due to **The Pub and Restaurant's** negligence.*

*Initial (\_\_\_\_\_)*

*Payment in full is due immediately upon completion of the event. Under Pennsylvania law, any person who refuses to pay or leaves without paying for food or beverage at a restaurant is guilty of a crime.*

*Initial (\_\_\_\_\_)*

*Tax exempt organizations must furnish a certificate of exemption to the restaurant in advance of the event.*

*Group Name: \_\_\_\_\_ Event Date: \_\_\_\_\_*

*Customer Name Printed: \_\_\_\_\_*

*Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_*

*Private Dining Room Fee \$100 per hour*

*Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_*