

Banquet Procedures

Menus

Package selections, room arrangements and other details pertinent to your function should be submitted to the Banquet Manager at least one month prior to the function date.

Several Menu selections are available for your consideration; however, please feel free to discuss any custom designed menu requests with your Banquet Manager.

We do offer "drink packages".

Banquet Menu prices are subject to change without notice, however, all contracted prices will be honored. Contracted prices are based on the number of people that will be attending the event. If you were given a "discounted" price based on a large group size and the number decreases 41 CORK & TAP has the right to change the cost of your function to a more appropriate price. This price change will be discussed.

A 6% SALES TAX will be added to all packages, as well as an 20% GRATUITY

Beverage Service

The sales and service of all alcoholic beverages is regulated by the Georgia State Liquor Commission. Olde Towne Tavern & Grille / 41 CORK & TAP is responsible for these regulations and it is our policy that no alcoholic beverages may be brought into our facility for any function. If there is a special Request of Beer, Wine or Liquor that you would like, please make your Banquet Manager aware and he or she will do their best to accommodate your request (charges will apply).

As a purveyor of alcoholic beverages, we encourage patrons to drink responsibly and will not serve alcoholic beverages to minors or to anyone who appears to be overly intoxicated.

Food Service

Olde Towne Tavern & Grille / 41 CORK & TAP is responsible for the quality and the freshness of food served to all guests. Due to current health regulations, buffet food may not be taken off of the premises after it has been prepared and served.

No food and/or non-alcoholic beverages of any kind are allowed to be brought into the facility without prior arrangements with the Banquet Manager.

Room Assignments & Requirements

41 CORK & TAP is a (21) Twenty One Years Old Customer Requirement.

Please keep in mind that Olde Towne Tavern & Grille / 41 CORK & TAP is NOT responsible for any noise level coming from the restaurant. On occasion we do have the house sound broadcasting popular sports games that are on. This is part of the Olde Towne Tavern & Grille / 41 CORK & TAP environment and can not be adjusted. We do want your group to have a wonderful time, but please be considerate of the noise level from your function. We do ask that there is ABSOLUTELY no running or children acting out of line with that of normal public conduct.

Olde Towne Tavern & Grille / 41 CORK & TAP does ask that any decorations that you may bring that you take them with you. Items cannot be attached to walls, ceilings and fixtures with nails, staples, or in any manner which is damaging. We do ask that if you use confetti that you place it in the center of the tables only to allow easy cleanup. You may arrive early to decorate, please let your Banquet Manager know ahead of time. Delivery and storage of materials or equipment must also be coordinated in advance.

Damage to premises resulting from any function will be charged accordingly.

41 CORK & TAP is not responsible for any items lost or damaged on our premises.

Services

Please let your Banquet Manager know of any audio-visual equipment that you may need (charges will apply).

Decorations, cake ordering or any special arrangements can be made with your Banquet Manager (charges will apply). Feel free to ask us for anything that will make your function a more enjoyable experience.

Guarantees

Final attendance for your function will be expected three (3) business days PRIOR to the date of the function. This number is considered a "GUARANTEE" and is not subject to reduction. If no guarantee is received at the appropriate time, the original expected count becomes the guarantee and charges will apply accordingly. Charges will apply for each guest over the guarantee that arrives. If within the three (3) days you realize that more people will be arriving please let your Banquet Manager know so that we will have enough seating in your function room.

YOUR EVENT IS SUBJECT TO CANCELTION IF YOU HAVE LESS THAN 25 GUARANTEES. YOU CAN PAY FOR 25 PEOPLE AND HAVE LESS SHOW UP IF YOU WOULD LIKE.

Room Fees/ Deposits

A minimum Non-Refundable, Non-Transferable deposit of \$500 if the event is scheduled Sunday through Thursday between 11-4 pm. If the event is scheduled Sunday through Thursday after 5 pm, the deposit is \$1000 and is required at the time the contract is signed. Please contact the banquet manager for minimum room fees and deposits for Friday and Saturday events. This deposit is the base room fee. An 20% gratuity will be added to the total cost of the event. The total cost includes the deposit.

Cancellation Policy

The deposit is non- refundable. If an event is booked and the group is a "no-show", 100% of the estimated total will be charged to the credit card on file. Once events are booked, the banquet space cannot be sold to any other group wanting to book. We do ask that you ONLY speak with a Manager when cancelling your function. The money CANNOT be used for a rescheduled event. The deposit is only good for the date of the original function.

ROOM RENTAL CONTRACT

Name: _____ Phone#: _____

Email: _____

Event Date: _____ Time: _____

Preferred Room: _____

Type of Event: _____

Estimated # Attending: _____

Entrée Package Selection: _____ Price: _____

(3) Entrée Choices: _____

Appetizer Package Selection: _____ Price: _____

Choices: _____

Drink Package Selection: _____ Price: _____

Special Arrangements: _____

Will you be decorating: _____

Do you need additional tables? Ex. Cake, presents etc. #: _____

I have read and agree to the Banquet Procedures listed in this packet.

Sign Name: _____ FAX # 770 499-7292

Deposit Received by: _____

Cash _____

Check # _____

Credit Card# _____

*We will tentatively enter your event in our calendar. We must receive the
Non-Refundable Room Rental Deposit to confirm your booking.
Your payment will be processed upon receipt.*