

OLDE TOWNE TAVERN ROOM RENTAL AGREEMENT 2016

Menus

Package selections, room arrangements and other details pertinent to your function should be submitted to the Banquet Manager at the time of booking. Several Menu selections are available for consideration, however, please feel free to discuss any custom designed menu requests with your Banquet Manager. We have "Drink packages", "Appetizer packages", and "Entrée packages" available. Banquet Menu prices are subject to change but you will be notified, 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 headcount, and the number decreases OLDE TOWNE TAVERN & GRILLE 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 a 20% gratuity

Beverage Service

The sales and service of all alcoholic beverages is regulated by the Georgia State Liquor Commission. Olde Towne Tavern & Grille 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 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 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. Food for the buffet service is ONLY AVAILABLE for 2 hours. No food and/or alcoholic beverages of any kind are allowed to be brought into the facility without prior arrangements with the Banquet Manager.

Room Assignments/Requirements

Function rooms/ areas are assigned in accordance with anticipated attendance. Revisions in the attendance may necessitate reassignment to a more suitable function room or area, and will be at the discretion of Olde Towne Tavern & Grille. Olde Towne Tavern & Grille reserves the right to change meeting or dining space in order to accommodate functions.

Please keep in mind that Olde Towne Tavern & Grille 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 environment and WILL 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 children

Olde Towne Tavern & Grille 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 DO NOT use confetti or glitter. 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 for the full cost of our contractor to repair (a \$250 minimum charge to the credit card on file) Olde Towne Tavern & Grille is not responsible for any items lost or damaged on our premises. So, please double-check the space BEFORE leaving the property.

Services

Please let your Banquet Manager know of any audio-visual equipment that you may need (charges will apply). If you would like a suggestion for a DJ service, gaming service (casino night), musician, or magician service please ask.

Decorations, cake ordering, florist, 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.

YOU WILL HAVE YOUR SPACE FOR 4 HOURS FROM THE CONTRACTED "START TIME". THIS AMOUNT OF TIME IS PAID FOR IN YOUR \$100 "ROOM FEE" ON THE BILL. ANY ADDITIONAL HOURS WILL RESULT IN A \$100 PER HOUR ADDITIONAL ROOM FEE ADDED TO THE FINAL BILL

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

Deposits/ Room Rental fee/ Minimum Spending

A minimum non-refundable, non-transferable deposit of \$750 is required at the time the contract is signed. This amount will be applied to your function. A credit card number is due at time of reservation to be kept on file. A \$100 "Room Fee" Will Be Charged For All Functions to cover the cost of setting up and breaking down the event and other costs associated with using the event space.

A Minimum Spending of \$1500 Sunday through Thursday & Friday & Saturday \$ 2000 is typically required to reserve one of our event spaces as "private". Olde Towne reserves the right to add any Shortfalls on minimum spending requirements to the final bill. The shortfall shall be charged as an additional "Room Fee"

*****Cancellation Policy*****

The deposit is non- refundable and non- transferable.

Furthermore, if an event is cancelled, 50% of the estimated remaining cost of the event will be charged to the credit card on file. If an event is booked and the group is a “no-show”, 100% off 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.

OLDE TOWNE TAVERN & GRILLE ROOM RENTAL CONTRACT

Name: _____ Phone#: _____

Email: _____

Book Date: _____ Event Date: _____ Arrival Time: _____ Serve Time: _____

Preferred Room: (circle one) OT CORK & TAP / OLDE TOWNE AREA Other _____

Type of Event: _____

Estimated # Attending: Adults: (11 and above) _____ Kids (3-10) _____ Infants _____

Entrée Package Selection: _____ Price: _____

(3) Entrée Choices: 1) _____

2) _____ 3) _____

Appetizer Package Selection: _____ Price: _____

Choices: _____

Drink Package Selection: _____ Price: _____

Room Fee: \$ _____ (\$100 for 4hrs room use) Add hrs? _____ (\$100/hr extra)

Special Arrangements: _____

Using A/V Equipment? Yes or No

Bringing an Ipod or Playlist? Yes or No

Will you be decorating: _____

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

EVENTS ARE NOT BOOKED UNTIL DEPOSIT & CONTRACT IS RECEIVED

Your payment will be processed upon receipt. Deposit is non-refundable, non-transferable.

The Deposit will be applied towards your final bill at the end of the event. Room Fee added to Final Bill

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

Sign Name: _____ date: ____/____/____

DEPOSIT AMOUNT \$ 750.00 Billing Zip Code _____

Credit Card# _____ Exp Date: ____/____ Security Code _____

ABSOLUTELY NO BUFFET FOOD ALLOWED TO BE TAKEN IN TO GO BOXES!

PLEASE MAKE SURE NO GUESTS DISTURB THE RESTAURANT GUESTS.

ANY SHORTFALL OF THE MINIMUM SPENDING LIMIT WILL RESULT IN ADDITIONAL

"ROOM FEES" ADDED TO THE BILL. DEPOSIT IS APPLIED TO THE TOTAL AMOUNT OF THE BILL. ANY DAMAGE TO THE PROPERTY WILL RESULT IN A MINIMUM CHARGE OF \$250 TO THE CARD ON FILE FOR THE EVENT FOR REPAIRS OR ADDITIONAL CLEANING.