

# Waterloo Brown Bottle Party Room Contract

Contact Person: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Guest Count: \_\_\_\_\_ Time: \_\_\_\_\_ Guest Checks: One \_\_\_\_ Separate \_\_\_\_

- Room deposit is required to reserve the room
- Reservation is for two and a half hours; additional time incurs a charge of \$15 per half hour, per server
- If Prime Rib is served, a count is required 2 days prior to reservation date

## Rooms:

\_\_\_\_\_ Crest Room: seating up to 40 guests, \$100 deposit, \$500 minimum purchase

Tuscan Room has the Ability to divide into two separate rooms by curtain only.

\_\_\_\_\_ Half Tuscan: seating for 40-0 guests, \$100 deposit, \$500 minimum purchase

\_\_\_\_\_ Whole Tuscan: seating up to 110 guests, \$500 deposit, \$1,500 minimum purchase

\_\_\_\_\_ Crest and Tuscan: seating for up to 150 guests, \$800 deposit, \$2,000 minimum purchase

## Menu Choice:

Up to 20 guests: Regular \_\_\_\_ Party Menu \_\_\_\_ Personalized \_\_\_\_ (4-6 entrees) \_\_\_\_\_

21-40 guests: Party \_\_\_\_ Personalized \_\_\_\_ (4-6 entrees)

41-60 guests: Personalized menu up to 4 entrees: \_\_\_\_\_

61-80 guests: Personalized menu up to 2 entrees: \_\_\_\_\_

80+ guests: Personalized menu of 1 entrée \_\_\_\_\_

**Bar Choices:** Open \_\_\_\_ Tickets \_\_\_\_ Pre-Order \_\_\_\_ Cash Bar \_\_\_\_ **Dessert Choice:** \_\_\_\_\_

No outside food items are allowed; commercially purchased cakes only, a cake charge of \$1.00 per person includes table ware; additional \$1.00 per person for service and cleanup.

**Decorations:** \$25 per Table Cylinder w/Mirrors \_\_\_\_ Grapevine w/Chianti Bottles \_\_\_\_

**Additional Add-Ons:** Table with Linen \$15.00 (includes bistro, rectangle and/or round)

**Deposit Paid On:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Deposit Amount:** \$ \_\_\_\_\_ **Payment Type:** \_\_\_\_\_ **Last 4 #'s** \_\_\_\_\_

***50% of Deposit is retained for administration fees and set up.***

*Additional charges may occur for the following:* **1.** Improper final guest count (count must be within 5 guests); **2.** Additional clean-up is needed (i.e. glitter, confetti, table scatter, frosting in carpet); **3.** If any unapproved outside food or drink are brought in the whole deposit is forfeited. **5.** There are any damages to the room. **4.** Proper undisputed Gratuities are met.

Gratuities are **NOT** added to guest checks. Gratuities are at the discretion of the customer. We have provided gratuity recommendations at the bottom of each guest check for convenience.

In the case that gratuity is not reasonably acceptable by restaurant industry recommendations; a portion of the deposit may be held to compensate lost wages.

Customer Approved Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_