

Waterloo Brown Bottle Party Room Contract

Contact Person: _____

E-mail: _____ Phone Number: _____

Date: ____/____/____ Guest Count: _____ Time: _____

Guest Checks: One _____ Separate (* \$2 per check convenience fee applied) _____

Rooms: A room deposit is required to reserve the room. Room reservation is for 2.5 hours, additional time incurs at a rate of \$15 per server, per half hour.

_____ 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:

15-40 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 _____

If Prime Rib is an entrée choice, a count is required 2 days prior to reservation date. Prime Rib count: _____

Bar Choices: Open ___ Tickets ___ Cash Bar ___

Dessert Choice: Brownie Pie (8) _____ Specialty Cheesecake (12) _____ NY Cheesecake (12) _____

Commercially purchased Cakes only. No other outside food allowed.

A cake charge of \$1.00 per person includes table ware _____

Additional \$1.00 per person for Cut & Service _____

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

65" Smart TV with HDMI Cable on stand. \$225 _____ White Screen. \$50 _____ LG Projector. \$175 _____

Extended room time after 2.5 hours will charge \$15 per server / per half hour.

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. 4. There are any damages to the room.

5. Resetting of the room from the original room set up. 6. * A convenience fee for separate checks

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.

Deposit Paid On: ____/____/____ Deposit Amount: \$ _____ Payment Type: _____ Last 4 #'s _____

Deposit is retained for administration fee; Set up & Tear down.

Customer Approved Signature _____ Date: ____/____/____

Manager Signature _____ Date: ____/____/____