

# Banquet Room Contract

(\$100 room fee and contract signage needed to hold date of interest.)

## Review General Info:

- Maximum seating capacity for this room is 42 people, more comfortable parties are around 30 people.
- A banquet menu and liters of soda are available for groups ordering larger quantities of food. Advanced notice is required. We also have a limited menu for those ordering separately on independent tickets.
- No outside alcohol allowed. Only adults over the age of 21 with a valid I.D. may consume.
- Decorate with tape only; no tacks, staples or nails.
- Table clothes are recommended. We have 10 rectangular tables.
- Remove all decorations and tape. NO confetti or glitter please. Our staff will vacuum & clean tables.
- Renter will be responsible for all damages and excessive messes.
- An event must be cancelled with at least 10 days-notice to avoid loss of deposit.

## Choose Room Rental Option and Initial:

### 1) Option 1:

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(initials)

- a. Room Rental only
  - b. Customer provides own food, drink, and any other supplies
- Total Cost is \$100**

### 2) Option 2:

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(initials)

- a. Room Rental plus ordering of food and beverages from Pogs.  
- Subtotal (pretax and tip) of ticket(s) is UNDER \$275
  - b. We provide all supplies (utensils, plates, cups, ice, etc.)
- Total Cost is the ticket(s) total plus 18% gratuity and \$100 room fee NOT returned.**

### 3) Option 3:

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(initials)

- a. Room Rental plus ordering of food and beverages from Pogs.  
- Subtotal (pretax and tip) of ticket(s) is OVER \$275.
  - b. We provide all supplies (utensils, plates, cups, ice, etc.)
- Total Cost is the ticket(s) total plus 18% gratuity and \$100 room fee RETURNED.**

I have read and I understand the rules above- **Renter Signature:** \_\_\_\_\_

**Name of renter:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Type of event:** \_\_\_\_\_

**Paid \$100 deposit?** Yes or No

**Date of event:** \_\_\_\_\_

**If ordering food:**

**Approx. head count:** \_\_\_\_\_

**Separate Checks?** Yes or No

**Event start time:** \_\_\_\_\_

**Ordering alcohol?** Yes or No

**Time reservation:** \_\_\_\_\_

**Alcohol separate checks?** Yes or No

(4 hr. max) (1 hr. between parties is needed to clean the room)

Employee: Write renter name & time on the calendar, find server if the schedule is posted for the day booked & then put this slip in Mindy's basket.

**Today's date:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_