

Thank you for Choosing Twiggs for your Event!

Booking with Twiggs grants you access to our in-house catering menu which you can tailor to your very own buffet or sit-down style dinner. Included in the backroom rental, is full use of the overhead projector, pellet stove, party lights/disco ball and tables with chairs for up to 70 people. You will also be assigned a server who will help set-up and serve your guests.

In order to ensure your event runs smoothly, and help us best serve your needs, we ask that you read and agree to the following guidelines for our in-house events:

- Since we utilize our backroom space for daily dining purposes, we request the room fee be paid at the time of booking your event. This is refundable for up to two weeks before your event date.
- Full payment of food and beverage costs must be collected no later than the week before the event date.
- ALL outside food and alcohol (with the acceptance of a cake/cupcakes for special occasions) is prohibited. Violation of this policy will result in a \$200 fine added to your event bill.
- We understand that events need last minute tweaking, such as the addition of table linens, additional entree/dessert orders or other special requests. With this in mind, Twiggs will hold your card information until the event completion and give an itemized receipt of miscellaneous charges (if any occur).

By signing below, I \_\_\_\_\_ attest that I have read and adhere to the conditions of my rental with Twiggs American Gastropub.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_