

# **Banquet Booking Procedures**

## **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 do have "drink packages" available..*

*Banquet Menu prices are subject to change without notice, 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 large group size 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 an 18% 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 non-alcoholic beverages of any kind are allowed to be brought into the facility without prior arrangements with the Banquet Manager.*

## Room Assignments/Requirements

### THERE IS NO ELEVATOR AT OLDE TOWNE TAVERN

*Function rooms are assigned in accordance with anticipated attendance. Revisions in the attendance may necessitate reassignment to a more suitable function room, 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.*

*The "Loft Style" (Mezzanine) Banquet room and the "Private" Banquet Room are both located at our Lawrenceville location and are located upstairs. At this time they are only accessible by stairs. There is NOT AN ELEVATOR. There is a handicap restroom located in one of the upstairs locations. The "Loft Style" Banquet room does NOT have it's own private restroom and patrons will be expected to use the downstairs restaurant restroom. If the "Private" Banquet room is not occupied by another group we will be happy to allow you the convenience of using this upstairs restroom.*

*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 or children near balconies or stairs.*

*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.*

*Olde Towne Tavern & Grille is not responsible for any items lost or damaged on our premises.*

## 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.*

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

## Deposits

*A minimum non-refundable, non-transferable deposit of \$150 is required at the time the contract is signed. This amount will be applied to your function. If the estimated cost of the event is above \$1000, a 33% deposit is required. A credit card number is due at time of reservation to be kept on file.*

*Shortfalls on minimum spending requirements shall be charged as a "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.**

**ROOM RENTAL CONTRACT**

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Serve Time: \_\_\_\_\_

Preferred Room: (circle one) PRIVATE MEZZANINE DOWNSTAIRS

Type of Event: \_\_\_\_\_

Estimated # Attending: Adults: \_\_\_\_\_ Kids: \_\_\_\_\_

Entrée Package Selection: \_\_\_\_\_ Price: \_\_\_\_\_

(3) Entrée Choices: \_\_\_\_\_

\_\_\_\_\_

Appetizer Package Selection: \_\_\_\_\_ Price: \_\_\_\_\_

Choices: \_\_\_\_\_

\_\_\_\_\_

Drink Package Selection: \_\_\_\_\_ Price: \_\_\_\_\_

Special Arrangements: \_\_\_\_\_

Using A/V Equipment: \_\_\_\_\_

Playlist/ Music: \_\_\_\_\_

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.*

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

Sign Name: \_\_\_\_\_ date: \_\_\_\_\_

Deposit Received by: \_\_\_\_\_ deposit amount: \$ \_\_\_\_\_

Credit Card# \_\_\_\_\_ exp date: \_\_\_\_\_

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

**We DO NOT have an elevator. Please let your guests know prior to event date.**