



Private Event Contract

Event Day:

Event Date:

Event Start Time:

of Guests:

Name:

Phone:

Email:

ROOM RENTAL FEES - \$100 (M-Th); \$200 (Fri-Sun)

(Our rental fee is our deposit to hold the room. It is non-refundable and does not apply to any food or beverage purchase.)

Credit Card #:

Expiration:

Security Code:

Zip Code *(associated with this card):*

Name on C.C.:

Signature:

Date:

[] I understand that all food and beverage must be on a single check. While multiple forms of payment are accepted (i.e. \$200 on one card, balance on another), we do not provide item-by-item separation. **Initials** _____

[] I understand that a 22% gratuity will be added to all food and beverage. I also understand that there is a minimum gratuity of \$100. If the 22% is less than \$100, the difference will be added to the final bill. **Initials** _____

FOOD PACKAGES *(please select one):*

[] Pub Menu (pizza and salad)

[] Taco Bar

[] A la carte (**ONLY AVAILABLE FOR PARTIES OF 12 OR LESS**)

Additional Contract Information On The Following Page

SETUP PREFERENCES *(please circle all options below)*

Overhead Doors:

TV Side | *OPEN / CLOSE*

Counter Side | *OPEN / CLOSE*

Music: *ON / OFF*

AV Equipment:

TVs | *ON / OFF*

TV Screen | *1 large / 4 smaller*

Need HDMI cable? *YES / NO*

The non-refundable deposit/room fee is required to hold the date of your event. The credit card on file in this contract will be used in case of any damage incurred during the event.

All food and drink must be purchased through 5 Lakes Brew Pub. If the food is NOT à la carte, you are required to give a head count and the menu choice two weeks in advance of the event. If the actual event head count is less than the given head count, you are required to pay for the greater amount.

The party will be assigned a server. All food and beverage orders must go through the assigned server. Orders will not be allowed at the bar.

Decorations are allowed assuming it will not damage any property or require undue cleanup.

Payment in full is due the day of the event for all food and alcohol. A 22% gratuity will be added to all food and beverage purchases.

Printed Name:

Signature:

Date:

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| FOR OFFICE USE ONLY |
| <u>ROOM SETUP DETAILS</u> |
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| <u>SERVICE DETAILS</u> |
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