

The Pub & Restaurant



Banquet & Private Dining Contract & Information



Reservations and Cancellations

A Banquet or Private Dining reservation is booked with a signed contract and a non-refundable \$100 deposit. We do not “hold” reservations for any reason. Your initial deposit is credited to your invoice and subtracted from your final balance. Should you decide to cancel your event, this deposit will not be refunded.

Initial (____)

If you cancel less than 48 hours prior to your event, you will be charged 100% of the total estimated price of the function.

This agreement is void if it cannot be performed due to any “Act of God” or cause beyond The Pub & Restaurants control, at which time a full refund will be provided to the customer. If food or services specified cannot be furnished due to such circumstances, at The Pub & Restaurants sole discretion, other food and services may be substituted at prices ordinarily charged for them, but not in excess of the agreed price.

Initial (____)

Dining Room Policies and Fees

The private dining room fee is \$100 per hour. This fee covers room setup and teardown, private use of The Mural Room and specially-assigned staff to work with you during your event. The reservation fee includes the following:

- Gold Chiavari chairs
- 5’ round tables for guest seating (seats up to 8 adults)
- 8’ banquet tables for food display and bar
- Hi-top/cocktail tables for socializing
- White linen tablecloths, navy blue napkins, blue glassware/stoneware

Pub staff will determine the best setup utilizing this inventory, based on your event type, style, and size.

Event time frame must be established upon booking. Room fees are charged from start to end time, by the hour. No partial hours will be billed. If you require early access, seek permission in advance from the Banquet Manager. If prior to or during your event you decide to extend the duration of your event at an additional charge, the Manager on Duty must approve the extension. At the conclusion of your event, you will be permitted a 15-minute grace period to gather personal effects, decorations, etc. and exit with your guests. If guests linger longer than this allotted time frame you will incur the fee for an additional hour.

Arriving Late

If your group will be late to arrive, please call the The Pub and ask for the Manager on Duty as soon as possible. Your food preparation timeline is based on your scheduled arrival. We cannot guarantee the quality of the prepared food if your party arrives late. Likewise, there may be additional delays in food service.

Access and Decorations

By permission only, we do allow our guests into the banquet room prior to a scheduled event. We do not allow confetti, flower petals, rice, silly string, tape, nails, or anything affixed to the walls, floors, ceilings, etc. No open flame; candles are permitted within table centerpieces only and must be contained in glass. Any damages to the premises or equipment owned by The Pub & Restaurant will be charged to the host of the event. Charges for additional cleanup or damages will be assessed and billed up to 14 days following the event.

The Pub is happy to make arrangements for custom decor, floral design, rentals, etc on your behalf. Please contact the Banquet Manager for more information. These items will be added to the final invoice along with a surcharge. If you should decide to cancel your event and have contracted special services through The Pub, you are still responsible for these fees if said services cannot be cancelled.

Initial (_____)

The Pub & Restaurant, inside and outside as well as The Mural Room, is decorated for the holidays Black Friday through January 1st.

Alcohol Services and Charges

- **Top Shelf** = \$125 (Choose up to 4 selections of house wine, 5 selections of bottled beer*, and our top shelf varieties of liquor)
- **Premium** = \$75 (Choose up to 2 selections of house wine, 3 bottled beer*, and our premium varieties of liquor)

Open or Cash Bar fees include setup, teardown, glassware, and bartender. Both options are billed on consumption, unless you have purchased a special order.

Open Bar

The host is responsible for all costs, including the costs of beverages served, all applicable fees, and 20% gratuity.

Cash Bar

The host will be responsible for all applicable fees. The guests are responsible for drinks & gratuity.

Wine Only

No bartender, bottled wine on the tables. Hosts will pay by the bottle and must sign a waiver of liability assuming responsibility for any underage attendees.

No Bar

You and your guests are welcome to go downstairs to order and purchase your own drinks individually, no event/group tabs permitted. Servers will not take and serve drink orders to The Mural Room.

Special Orders are defined as any variety of alcohol you wish to serve that we do not carry in inventory. We are happy to order on your behalf, please note you will be responsible to pay for these varieties by the case or however they are sold by our distributor. Up to one Keg beer may replace a bottled beer option if your party is 30+. Smithwicks and Guinness are unavailable in kegs. Please note, due to PA law you may not take leftover liquor or keg beer with you after the event. Wine may be carried out, one bottle per person with one serving removed. Bottled beer may be carried out (6) per person.

Initial (_____)

Minimums, Menu Selection, and Changes

The Pub & Restaurant requires a minimum of 15 people to reserve the banquet room, and a food minimum of \$15 per person. This minimum does not include 6% sales tax, 20% gratuity, the private dining room fee, or any special orders that are added to invoices.

All banquet orders/menus are composed from the banquet menu. We do not allow The Mural Room events to order off the regular menu at The Pub & Restaurant or create pre-set menus whereupon guests decide what to order upon arrival. **Your banquet order and head count must be finalized with the Banquet Manager a minimum of 10 days prior to your event.** If a guaranteed head count and menu is not received by the deadline, the most recent head count will be assumed final. If you provide updated numbers after the deadline there may be additional charges incurred to accommodate your menu. There is a possibility that certain items will be unavailable. You are responsible for the charges associated with a final guaranteed headcount or the actual number of guests, whichever is greater.

Initial (____)

Prices are subject to change due to market fluctuations. We strive to accommodate guest requests, and additions or substitutions may require additional fees.

Initial (____)

Plated menu details must also include guest names and entree selections.

If you opt for a **buffet menu**, quantities are based on the count you provide. Please be advised it is **NOT all-you-can-eat.**

If anyone in your group has a food allergy, please notify the banquet manager immediately with as much detail as possible. We do our very best to accommodate our guests and make this experience as comfortable and stress-free as possible!

Limitations and Payment

Food is taxed, however gratuity, room fees, alcohol and bar setup fees are not.

No food or beverages may be consumed in the restaurant other than that provided by The Pub & Restaurant, with the exception of specialty bakery items. Permission must be granted by the Banquet Manager. Please note there will be a \$2/per person fee to serve any baked goods brought in from outside our establishment.

Pennsylvania State Liquor Control Board regulates the service and sale of alcoholic beverages. As a licensee, The Pub & Restaurant is responsible for the administration of these regulations. Therefore, no alcoholic beverages may be brought in from outside this establishment.

Initial (____)

Should The Pub & Restaurant find that any customer or guest has brought any type of alcohol onto the premises, or allows anyone under the Pennsylvania legal drinking age of 21 to consume any alcoholic beverage, the restaurant reserves the right to close the bar immediately and/or terminate the function entirely at the customer's expense. Every guest must have a valid I.D. in their possession to be served. The Pub & Restaurant reserves the right to refuse to serve alcohol to any of your guests if, in The Pub & Restaurants sole determination, they are intoxicated. The customer agrees that they assume responsibility for all criminal and civil fines, loss of business, assessments

and liability incurred by The Pub & Restaurant as a result of violating any of the above provisions.

Initial (____)

You agree that you are responsible for the behavior of your guests, including payment for any damages caused by the host or guests. The Pub & Restaurant is not responsible for the security or loss of personal items brought onto the premises, if the loss is not due to The Pub & Restaurants negligence.

Initial (____)

Payment in full is due immediately upon completion of the event. Under Pennsylvania law, any person who refuses to pay or leaves without paying for food or beverage at a restaurant is guilty of a crime.

Initial (____)

Tax exempt organizations must furnish a certificate of exemption to the restaurant in advance of the event.

Group Name: _____ Event Date: _____

Point of Contact/Customer Name Printed: _____

Email Address: _____ Phone: _____

Customer Signature: _____ Date: _____

Namager Signature: _____ Date: _____