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## **BANQUET ROOM AGREEMENT FORM**

Thank you for considering the Downtown Grill & Brewery for your banquet or function. Please be assured that our staff will make every effort to provide you and your guests the best service needed to make your event a success. Listed below are our requirements and information regarding our banquet room.

### **SECURITY DEPOSIT & FEES**

**There is NO charge for the banquet room itself.**

**There is NO deposit for the banquet room itself.**

We do, however, ask for a credit card to secure the space. In addition, we ask that you stay in communication with us in regards to the size of the party. This is so we can best care for your group and any others that may be booked. If for some reason you fail to communicate with us in regards to dramatic drops in your party size or a failure to show for your reserved party, then there will be a fee of \$10 / head applied to the card that we have on file.

If part of your party arrives but the number was lower than what was anticipated, then we will make you aware of any applicable charges before service begins. We do NOT want to do this. We simply want to maximize the room for business: for us and our serving staff.

If your party grows in size without communication to the restaurant, then additional numbers beyond what you reserved may NOT have space in the banquet room due to either the size of the room or additional parties being booked.

An 18% gratuity charge and applied taxes will be added to all services provided for banquet room events. Groups requesting tax exemption must submit a copy of their State Tax Exemption Certificate prior to the scheduled event.

### **ROOM DETAILS**

Our banquet room is located on the second floor of the restaurant and will accommodate a maximum of 50 people.

If more people show for your event than you booked for, then they may have to sit outside the banquet room based on other parties and size of the room. If we are on a wait, we apologize but their name would be added to that wait list in the order received.

An elevator is available to assist those individuals that need assistance from stairs. However, since this is a historical building there are some things that we were not able to do. There are 2 steps in the banquet room that take you to the dining area.

We can arrange the tables in the banquet room to custom fit the needs of your party. We do allow guests to decorate the banquet room for any special occasion within the allotted time space. The banquet room is equipped with a TV and pull-down screen. We allocate 2 hours per event unless otherwise previously agreed upon.

### **FOOD AND BEVERAGE REGULATIONS**

It is our policy that no outside liquor or alcohol be brought into the restaurant or banquet room.

Wine is the exception to this. We apply a \$15 corking fee PER bottle of wine that you bring to the Brewery.

You may bring in a cake for your special occasion. If it needs to be refrigerated, then you may bring it in earlier and we will store it for you.

## **REQUIREMENTS FOR RESERVING THE BANQUET ROOM**

There is no room fee for our banquet room.

All functions and parties must be booked at least 7 days in advance.

Once the room has been booked for your party we will hold the room and date with a credit card number.

Parties of 30 or more must choose from the buffet options listed below; unless otherwise discussed with the General Manager.

We must have 7 days notice for any cancellations, if not a room fee may be charged.

All food, service, room, and drink specifications must be made within 5 days of the scheduled event.

The person or persons in charge of the function or party must have read and signed the banquet room agreement form within 5 days of the event.

Parties of 35 or less may have to share the room, dependent upon date, day of the week (especially weekends), outside events, etc. Arrangements may be made to acquire the additional space; however, additional fees will apply.

Parties of 35 and above may have the room exclusively.

*Parties arriving later than 20 minutes past scheduled time, without prior notification and approval, will not be seated.*

## **BANQUET ROOM LIABILITY**

The Downtown Grill & Brewery reserves the right to inspect and control all banquet room functions and parties. Liability for any damages to the premises will be charged to the credit card that we have on file.

# BUFFET OPTIONS

## Option A – Appetizers \$12.95 / person

- Chips & Queso
- Chips & Salsa
- Beer Battered Mushrooms
- Bite Sized Potato Skins
- Jumbo Wings
- Chicken Fingers
- Mozzarella Cheese Sticks
- Pretzel Bites In Our Beer Cheese

Please choose 6 options from the above list. Selected appetizer items will be accompanied with a selection of our sauces and dressings.

## Option B – Fiesta 1 \$14.95 / person

- Taco Beef
- Refried Beans
- Mixed Cheese/Lettuce/Diced Tomatoes/And Pico De Gallo
- Crispy Corn Taco Shells & Soft Flour Tortillas
- Chips & Salsa

Guacamole or Queso may be added for an additional **\$1.00/Person**.

## Option C – Fiesta 2 \$19.95 / person

- Mesquite Grilled Chicken & Steak
- Refried Beans & Mexican Rice
- Mexican Veggies
- Mixed Cheese/Lettuce/Diced Tomatoes/Pico De Gallo
- Sour Cream
- Flour Tortillas
- Chips & Salsa

Guacamole or Queso may be added for an additional **\$1.00/Person**.

## Option D – Pasta \$18.95 / person

- Dan's Pasta (*Grilled Chicken, Mushrooms, Alfredo & Penne; Baked With Mozzarella Cheese*)
- Dave's Pasta (*Fried Chicken, Mushrooms, Marinara & Penne; Baked With Mozzarella Cheese*)
- Mark's Pasta (*Pepperoni, Italian Sausage, Black Olives, Mushrooms Peppers & Penne; Baked With Mozzarella Cheese*)
- Al's Fredo Pasta (*Fettuccini & Alfredo*)
- Garlic Bread
- House & Caesar Salads

Please choose 3 pasta options from the above list.

## Option E – Mesquite Grilled

\$21.95 / person

- Chicken Breast
- Salmon Filet
- New York Strip
- Choice Of 4 Side Items:
  - Cinnamon Apples
  - Red-skin Mashed Potatoes
  - Green Beans
  - Mushrooms & Onions
  - Refried Beans
  - Jasmine Rice
  - Steamed Veggies
  - Mexican Rice
- House & Caesar Salads

*All of our buffet options include soft drinks.*

## Additional Buffet Options:

### Desserts

Chocolate Brownie With Ice Cream  
Godiva Chocolate Mousse  
Cheesecake With Assorted Sauces  
**\$2.99/Person**

### Vegetable Or Fruit Tray

**\$39.95/Tray**

*If none of our buffet options interest you, we have the ability to create custom buffets or preset menus to suit your needs. Please contact a manager.*

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

DATE AND TIME OF PARTY \_\_\_\_\_

NUMBER OF GUESTS FOR PARTY \_\_\_\_\_

BUFFET OPTION (IF APPLICABLE) \_\_\_\_\_

**By signing below, you understand and agree to these terms listed above:**

CUSTOMER SIGNATURE \_\_\_\_\_

CUSTOMER CREDIT CARD # \_\_\_\_\_ EXP DATE \_\_\_/\_\_\_