

Reservation Agreement: Main Dining Room

This form serves as a preliminary planning and agreement form. This room is in the Main Dining Room in the Oven Above the Pub Restaurant and has a minimum capacity of 20 and maximum seating capacity of 130 people.

Date of Event: _____ Contact Name: _____ Phone: _____
Company: _____ Address: _____
City/State/Zip: _____

Guest Information:

_____ Estimated Number _____ Arrival Time

- Confirmed Number of guests is required 8 days prior to the event and payment will be based on the number regardless of the number actually attending. If a confirmed number is not received, the number of guests indicated on this agreement will be the confirmed number of guests. Any changes made less than 48 hours prior to the event will incur a \$20 fee.
- All events must end no later than 12:30 a.m. All vendors secured by rental shall vacate by 1:00 a.m.
_____ Set-Up Time _____ Start Time _____ End Time

Type of Event: please circle one

_____ Birthday _____ Anniversary _____ Retirement _____ Holiday _____ Wedding _____ Business _____ Other

Person(s) Honored: _____

Services Desired: (ok to change)

_____ Appetizers _____ Plated Entrées _____ Family Style _____ Tickets
_____ Buffet _____ Open Bar (you) _____ Cash Bar (they) _____ Dance Floor

Other Requests or Arrangements: _____

Rental Terms:

- A cleaning and room rental fee of \$100 will be applied to the final bill. If damage occurs or excess cleaning is required, we reserve the right to charge the costs incurred. The minimum food and beverage service is \$1500. The down-payment is \$600, this will be subtracted from the bill the day of the event. The room may be held with a credit card and charges will not be processed unless cancellation charges are incurred. One week prior to the event, a \$1,000 payment should be submitted.
- Room rental includes: set-up, take-down, dinnerware, podium, microphone, screen (if needed)
- Linens are available for rental through our vendor for \$1.00- \$2.50 per tablecloth and \$0.25 per napkin.

Cancellation Policy:

A written cancellation must be received 30 days before the event for the rental fee to be fully refunded. If the cancellation is 15 days prior to the event, 50% of the down-payment will be refunded.

Miscellaneous:

- The client is responsible for all decorating and decoration clean-up. No glitter, confetti, rice, silly string, or wax candles may be used. No nails, pushpins or potentially damaging fasteners may be attached to walls or ceilings
- All patrons consuming alcohol must be 21 years of age. We reserve the right to refuse sale of alcohol.
- All food & beverage items must be supplied and prepared by our establishment. If you wish to bring a cake in, it must be by a certified bakery. If you would like the cake cut and served by our servers, it is \$0.25 per person.

To Return this Form:

- Mail To: West 14th Catering & Events
Attn: Leah Jasurda
108 W. 9th Street
Marshfield, WI 54449
- E-mail To: info@blueheronbrewpub.com

If you have questions, please e-mail or call
715-389-1868 ext. 3

Room Held with Credit Card

Credit Card Type: _____
Credit Card #: _____
Signature: _____
Printed Name: _____
Expiration Date: _____

Room Held with Check Down-Payment

Check #: _____ Amount: _____