

# Reservation Agreement: Parkin Room

This form serves as a preliminary planning and agreement form. This room is behind the Main Dining Room in the Oven Above the Pub Restaurant and has a minimum capacity of 10 and maximum seating capacity of 50 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 \$50 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 \$200. The down-payment is \$100, 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.
- 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: \_\_\_\_\_