

Reservation Agreement

This form serves as a preliminary planning and agreement form.

Rooms	Min. Cap.	Seated Cap.	Standing Cap.	Fee	Food/Bev. Minimum	Bar
Main Room	20	100	200	\$250	\$1500	Yes
Parkin Room	1	50	70	\$100	\$300	No

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

Rental Terms:

- A credit card is required to secure the reservation.
- Room rental includes set up, take down, silverware, dinnerware, linens and normal cleaning. Podiums, screens and projectors are available on request and may be subject to additional fees.
- The cleaning service fee is included in the price of the room. If damage occurs or excess cleaning is required, we reserve the right to charge the costs incurred.
- The minimum food and beverage service for the Main Room is \$1500 and for the Parkin Room is \$300. Events not meeting these minimums will be charged a line item on their final bill to meet these minimums.
- Black or white linens are available free of charge. If cloth napkins are desired, Blue Heron Brewpub requires a 14 day notice and there is a \$1 per napkin additional charge added on to the bill.
- A confirmed number of guests is required 14 days prior to the event. Food preparation and payment will be based on that confirmed number of guests regardless of if the actual number in attendance. 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 and are not guaranteed.
- All events must end no later than 12:30 a.m. All vendors secured by rental shall vacate by 1:00 a.m.
- 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. If damage occurs, we reserve the right to charge the card on file for the event for these damages.
- All patrons consuming alcohol must be 21 years of age. We reserve the right to refuse underage consumption of alcohol regardless of parental consent or waiver.
- All food and beverage items must be supplied and/or prepared by our establishment.
- No carry-in beverages of any type allowed. We reserve the right to discard all carry-in beverages.
- Carry-in cakes are allowed but must be from a certified bakery. A cake cutting and serving fee of \$0.25 per person will be charged if our staff or additional dinnerware is required.
- An 18% mandatory gratuity is applied to the final bill

Cancellation Policy

- Any cancellations received less than 14 days before the event will be charged a cancellation fee equal to the price of the room. The cancellation fee for the Main Room is \$250 and the cancellation for the Parkin Room is \$100. Any cancellations received less than 48 hours before the event will also be charged the cost of the food.

Credit Card Type: _____
Name on Card: _____
Credit Card Number: _____
Expiration Number: _____
CVV: _____