



# PRIVATE EVENT CONTRACT

## Menu Information

All menus include sodas, iced tea and coffee. Beer and Wine is available at additional cost. There is a \$15.00 corkage fee added to the first bottle of wine and \$10.00 thereafter for each bottle brought into Wolf Creek Restaurant & Brewing Co.'s Banquet Room from an outside source. Our in house pastry chef makes fabulous desserts that are available for an additional charge. There will be a \$2.00 per person fee for any dessert brought in from an outside source.

## Menu Choices and Attendance

Parties of up to nineteen (19) people may choose from our regular menu and will be charged accordingly. All parties of 20 or more must choose from the pre-set menus. Upon request, choices may be substituted **BY THE HOST, AT THE TIME OF BOOKING THE PARTY**. No substitutions may be made on the day of the event unless previously discussed with the Event Manager. Final Menu Selections must be given ten (10) days prior and guaranteed guest count must be given to the Event Manager three (3) days prior to the event and is not subject to reduction. This number will be reflected on the final bill. If the client does not give a guaranteed count to the manager, the number of guests given at the time of booking will be used, plus any additional guests- **but subject to a maximum seating capacity of 50 guests.**

## Minimum Charges & Time Frames

Private Events booked in the room will have a 3 hour time limit, unless otherwise approved by the Event Manager

The minimum charges for the room are as follows:

Monday – Friday Lunch (11:30-4) \$250.00

Saturday & Sunday until 4 p.m. \$300.00

Mon-Thurs and Sunday Dinner \$400.00

Friday & Saturday (after 4 p.m.) \$600.00

Additionally, all Banquets will incur a \$50 room charge.

(Please note that the minimum charge is pre-tax and gratuity.) No function shall be confirmed until the required \$100.00 non-refundable deposit has been received. In the event your function exceeds the scheduled time allowed and no other group has reserved the room, Wolf Creek Restaurant & Brewing Co. reserves the right to assess an additional charge of \$50.00 per hour. All menu prices are not guaranteed for more than 90 days prior to your event due to fluctuating market conditions. A customary 9.5% sales tax and 20% gratuity will be applied to all events. Gift certificates may not be purchased to meet the minimum.

## Additional Information

No nails, staples, tacks, or other damaging substance is permitted for use in decoration. A damage fee may be assessed for any damage/loss to Wolf Creek Restaurant & Brewing Co. due to activities of guests. All delivery requirements for your event must be scheduled through the Event Coordinator prior to your event. The host may arrive up to 1 hour prior to the start of the event to preset any decorations, favors, etc. Wolf Creek Restaurant & Brewing Co. will not assume responsibility, but will take every precaution to secure merchandise or articles that are left prior to, during, or following your event.

Acknowledged and accepted

Wolf Creek Restaurant & Brewing Co.

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_ Event Date\

Date: \_\_\_\_\_

Date: \_\_\_\_\_ time: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail address \_\_\_\_\_