



## RoadHouse at 55 Party Contract



Thank you for choosing Pub 55 for your event! Our Private 4 seasons room has a fully stocked bar and can accommodate up to 70 guests with the tables & around the bar. (55 actually chairs)

Our party menu has many options to choose from or we can customize something special for you.

Name:	Date:
Phone Number:	Email:
Date of Event:	Time of Event:
Number of People:	Please call Mindy at 920.296.6922 with Credit Card

**Guidelines:** All alcoholic and non-alcoholic beverages must be provided by Pub 55. Anyone purchasing or consuming alcoholic beverages must be 21 years of age or older. We will not serve anyone that does not have a government issued ID.

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### **Food & Beverage:**

In accordance with State law and local Health Departments, all food and beverages ***must be purchased and supplied by Pub 55*** with the exception of cakes. Cakes must be made from a ***licensed baker***. Buffet meals will be maintained for 1 ½ hours unless other arrangements have been made.

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**Decorating:** Please ask before hanging, taping or pinning any decorations. Pub 55 asks that **NO GLITTER OR CONFETTI** be used, if confetti or glitter is used, there will be an additional charge of \$50 for the cleaning fee.

**Room Rental & Service Fee:** We require a \$250 non-refundable deposit. There are no banquet set-up fees. An 25% service fee will be added to all food and beverage, with the exception of cash bars.

**Payment & Deposit:** A valid credit card is required on the day you book your rental to insure final payment of your account. A minimum non-refundable deposit of \$250, and a signed contract, is due at the completion of booking your event. Payment is due at the conclusion of your event and can be made by cash, valid check, or credit card. If you are a tax exempt company you must submit the proper documentation at the time of booking.

**Guarantee & Cancellations:** Pub 55 requires a final guarantee, seven days prior to your event with the number of guests, and your food & beverage options for the final billing. This is not subject to reduction. Pub 55 will prepare for 5% over your guaranteed number and will charge you accordingly for anything beyond that.

**Security:** The Client assumes all responsibility for any damages caused by event guests. Pub 55 assumes no responsibility for damage or loss of personal property, equipment or articles left unattended.

By signing below, you are acknowledging and agreeing to the terms and conditions of our contract.

**Client Signature:**

**Date:**

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