

Doolittle's Banquet Room Agreement

Event Date _____ Event Time _____

OUR COPY TO KEEP

Occasion: _____

Event Host: _____

Host's Phone #: _____

Host's Email: _____

Initial_____ I will use Doolittle's Banquet Room for a minimum of \$300 in food costs and a 20 person minimum.

Initial_____ Food cost does not include gratuity (at 20%), tax (at 9%), or alcohol.

Initial_____ If I bring in a cake or cupcakes they will come from a reputable baker.

BOOKING YOUR EVENT & DEPOSIT

In order to book an event date a \$100 deposit is required.

Initial_____ Your date will not be held or guaranteed for your event until the deposit is received.

Initial_____ Your \$100 deposit will be applied towards services and food at the conclusion of your event.

Initial_____ All bookings & deposits must be made at least 2 weeks in advance. The room is not available for last minute events (within 2 weeks of event date).

Initial_____ Your Final Bill is due at the conclusion of your Event. Doolittle's cannot accept any payment towards your bill ahead of time.

Initial_____ I have made the required deposit of \$100 on _____

Initial_____ I MUST CANCEL MY EVENT WITHIN 30 DAYS to receive my deposit back.

Initial_____ THE MAXIMUM THAT DOOLITTLE'S BANQUET ROOM WILL SEAT IS 40 PEOPLE.

Initial_____ PAYMENT FOR EVENT CAN ONLY BE ON ONE CHECK.

Initial_____ ALL FOOD IS SERVED BUFFET STYLE.

-If you would like full service there is an \$80 add-on fee per server added

Initial_____ DOOLITTLE'S CLOSES AT 10:00PM (3:00PM ON SUNDAYS).

-a \$50 room fee will be added on if anyone remains in room after 10:30pm (3:30pm on Sundays).

Initial_____ THERE IS **NOT** AN ELEVATOR TO GET UP TO THE UPSTAIRS BANQUET ROOM.

****SPECIAL NEEDS WILL NEED TO BE CONSIDERED WHEN BOOKING THE ROOM****

****THERE IS A UNISEX BATHROOM UPSTAIRS ****

PROJECTION SCREEN:

There is a projection screen upstairs, but there is **NOT** a projector.
WE STRONGLY RECOMMEND THAT YOU TEST ALL OF YOUR AUDIO/
VISUAL EQUIPMENT BEFORE DAY OF EVENT

SOUND SYSTEM:

We have an AM/FM room tower with an auxiliary cord for MP3 players

ADDITIONAL INFORMATION:

Initial_____ I WILL NOT NAIL, PIN, OR TAPE TO ANY WALL, CEILING OR DOOR. Doing so will forfeit my deposit.

Initial_____ I WILL NOT USE GLITTER AND/OR CONFETTI

Initial_____ **NO OUTSIDE ALCOHOL CAN BE BROUGHT ON THE PREMISES.** (Doolittle's cannot legally allow for outside alcohol to come into the

building. Only Wine and Beer are available on Sundays. Full Bar is available Monday-Saturdays

Initial_____ A SPECIAL, LIMITED MENU IS OFFERED FOR DOOLITTLE'S EVENTS (Doolittle's Main Dining Restaurant Menu is **NOT** offered for Events. If you have a special menu or items you would like to offer, please let us know.)

CUT OFF FOR MENU:

In order to properly staff and place a food order, the cut off to finalize your menu is **TWO** weeks ahead of your event.

This will fall on _____

Initial_____

CUT OFF FOR HEAD COUNT:

In order to properly staff and place a food order, the cut off to finalize your head count is **TWO** weeks ahead of your event.

This will fall on _____

Initial_____

I have read and understand all of the above statements.

Signature_____ Date_____

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