



Fill Inn Station – Banquet Room Agreement/Terms of Service

Event Name/Coordinator: _____

Date of Event: _____

When you book out a room at the Fill Inn – you are agreeing to the following:

Use of the room/s for 4 hours (weddings receive 8 hours)

Accommodations for 220 people or less including head table

Complete set up/tear down/ bussing of:

Guest tables, head table, cake table, gift table, buffet table, China plates and silverware

Food to be ready on time and served by wait staff

Skirting for all specialty tables (if linen is purchased)

Microphone and PA system

Use of screen and projector

Bar and bartender(s) if group is larger than 75 people

- For groups 75 or less – you may staff a bartender for \$50/hour
- If you would like cocktail table service for your guests, an 20% gratuity will be added to the total alcohol bill. If guests are paying individually, an 20% gratuity will be added and guests will be asked to provide a credit card to open tabs.
- If the host is not purchasing any drinks for the group and does not want to hire bartender or provide cocktail table service, guests will help themselves at the front bar.

Clearing of tables for dance floor

Cake cutting and service

Table service for Bridal party head table

Customer responsible for any fees/costs associated with music for a private event on the premise

Monday – Thursday Events: Must spend a minimum of \$125 per room in food and drinks (before tax and gratuity) to use a room without additional room fees. If the minimum is not met, the difference will be charged as a “room charge” on the invoice, room only allotted for 4 hours without additional charges. All other terms and conditions listed on this sheet apply to Mon-Thurs events.

5.5% sales tax and 20% service charge (also taxed) will be added to the total bill (food, non-alcoholic beverages, room charge, alcoholic beverages/barrels of beer/boxes of wine, etc)

Deposits will be applied on bill as a “payment applied” on final invoice.

X _____ Date _____
(Guest Signature)

X _____ Date _____
(Fill Inn Staff)