**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 (when renting both rooms)

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 – ask for pricing)

Microphone and PA system

Use of screen (you must supply your own projector)

Bar and bartender(s) if group is larger than 75 people and there is staff available to work

* 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 $175 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) Items are priced for cash payments, a 4% cash adjustment will be added to total bill if paying with a credit card.

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

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_

(Guest Signature) (Fill Inn Staff)