



Fill Inn Station – Banquet Room Agreement/Terms of Service

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

Use of the room/s for 4 hours

Accommodations for 160 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 (food, beverage, registration) We do not have linen service for guest tables

Microphone and PA system

Use of screen (you must supply your own projector). We do NOT have TV's

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 the host is not purchasing any drinks for the group and does not want to hire bartender guests will help themselves at the front bar.

Cake cutting and service, if we provide cake plates, they are .10 each. You may bring your own.

*****When decorating if confetti or sprinkles are used there may be a cleaning fee attached to your bill**

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

Tuesday – 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 Tues-Thurs events.

Friday and Saturday's Same rules apply from above. But on Friday and Saturday's deposits and room charges apply. See the banquet menu for pricing.

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.