



BANQUET AGREEMENT

WELCOME and THANK YOU

Greetings and thank you for considering Chatty Monks to host your private event. We offer an intimate, unique craft beer experience in a very aesthetic environment. We take great pride in offering the finest quality of ingredients that we use for our menu and beer selections creating a truly memorable experience for you and your guests. Our private events room, the 'Abbey', can seat up to 40 guests or hold up to 50 guests buffet style (mingling). Whether it's a quaint wedding, dinner rehearsal, business meeting, graduation, retirement party, birthday party or whether it's just to hang out with your friends...we can help you plan for any event you would like to celebrate in life.

Please take a moment to review this agreement in full to better understand the requirements and policies to see if this suits the needs of you and your guests. We thank you in advance and hope that you choose Chatty Monks for your next private event.

DEPOSIT, PAYMENT, CANCELTION and EVENT MINIMUM REQUIREMENTS

All deposits are non-refundable and non-transferable. Deposits will be redeemed on the final check presented at the conclusion of your event. Credit card number MUST be on file in case any damages incur and will be billed if necessary. Payment, in full, is due the day of the event. Cancellation of an event must be made two weeks prior of a scheduled event.

If cancellation is made two weeks or sooner to an event, it will forfeit the deposit.

A deposit of \$150 is required to secure the date of your event and a minimum total bill of \$500 for any one timed event scheduled Sunday through Thursday. Of the \$500 minimum, \$150 is a facility fee and will be held as a deposit and is non-refundable beyond the current forfeiture date stated within the contract, which is due upon the time of booking. The remaining balance of \$350 must be spent on food and drink excluding any gift cards or retail items. Any event scheduled on a Friday afternoon will still be a minimum of \$500, but the event must be completed by 5:00pm. Any event scheduled on a Monday will need to meet a \$1500 minimum, again, excluding any gift cards or retail items.

Any event scheduled past 5:00pm on Friday evening or anytime Saturday will need to meet a required minimum total bill of \$2500 for that event. Of the \$2500 minimum, \$1000 is a facility fee and will be held as a deposit and is non-refundable beyond the current forfeiture date stated within the contract, which is due upon the time of booking. The remaining balance of \$1500 must be spent on food and drink excluding any gift cards or retail items.

Groups requesting tax exemption must submit a tax-exempt certificate thirty (30) days prior to the function date, or tax will be applied to the final bill and will not be refunded.

Maximum time allotted for any event is four (4) hours, unless arrangements have been made with management in advance.

Chatty Monks requires a minimum of 15 guests, although further arrangements can be made with the approval of management.

Date of Event _____ Event Start Time _____

Name(s) _____

Company Name _____

Phone # _____ Phone # _____

Email Address _____

Type of Event _____ # of Guests _____

DECORATIONS

Renter agrees that decorations shall NOT be attached to the walls, ceilings, existing wall decorations, woodwork, ceiling fixtures, window treatments, by use of nails, scotch tape, staples, etc. Special Arrangements may be made with Permission of Chatty Monks Brewing Company

FOOD AND BEVERAGE

All Food must be purchased from and prepared by Chatty Monks Brewing Company. This includes any and all appetizers, entrees and desserts unless agreed to prior by a representative of Chatty Monks Brewing Company.

We require 2 week notice of final menu choices and head count so the Chef may order and prepare the correct amount of Food,

ALL Alcoholic Beverages must be purchased from Chatty Monks Brewing Company. NO Outside Alcohol permitted.

You are welcome to bring your own dessert but we will need to charge you a nominal fee of \$1 per person. Our Chef can provide you with cakes and other dessert offerings upon request. No piping of names or any other wording will be available.

BAR OPTIONS – (choose one)

_____ Cash Bar - Event guests purchase all beverages from the bartender.

_____ Hosted Bar Event - Host purchases all beverages throughout the event on one tab.

_____ Ticket Method – Host may prepurchase tickets for beer/cider or wine and hand out to guests upon arrival.

_____ Other Please Specify _____

GRATUITY

An 18% service gratuity is automatically added to the final bill after 6% food sales tax. Additional service staff gratuities are optional and will go directly to the service staff.

LIABILITY AND SECURITY:

Chatty Monks Brewing Company will **NOT** be held responsible for lost or stolen articles or merchandise left on the premises prior to, during, or following an event. We reserve the right to inspect and control all private events on premises. Renter will be held responsible for any and all damages to the facility.

I have read and agree to all of the above requirements:

Name _____

Date _____

CC# _____

Expiration Date _____ Zip Code _____

Card Holder Signature _____

Chatty Monks Representative _____

Deposit Amount Received _____

Date _____