

The Public House on the Lake, Inc

4914 Lake Shore Rd

Hamburg, NY 14075

Banquet Contract

THANK YOU FOR CONSIDERING THE PUBLIC HOUSE ON THE LAKE FOR YOUR UPCOMING SPECIAL EVENT. PLEASE READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY.

1. ALL EVENTS ARE SUBJECT TO NEW YORK STATE SALES TAX AND 20% SERVICE CHARGE.
2. A GUARANTEED FINAL GUEST COUNT, COMPLETE WITH INDIVIDUAL ENTRÉE COUNTS, IS DUE 7 DAYS PRIOR TO YOUR EVENT. MENU CHOICES MUST BE RECEIVED 30 DAYS PRIOR TO YOUR EVENT. THIS COUNT MAY NOT DECREASE ONCE GIVEN. IF NO GUARANTEED COUNT IS RECEIVED, THE ORIGINAL BOOKING AMOUNT WILL BE USED. IF NUMBER OF GUESTS IN ATTENDANCE EXCEEDS THE GUARANTEED COUNT, THE ACTUAL NUMBER OF GUESTS WILL BECOME THE BASIS FOR CHARGES.
3. IF THE ACTUAL NUMBER OF GUESTS EXCEEDS 5% ABOVE GUARANTEED COUNT, WE RESERVE THE RIGHT TO SUBSTITUTE MENU ITEMS.
4. A DEPOSIT IS REQUIRED TO CONFIRM AN EVENT DATE AND IS NONREFUNDABLE NO LESS THAN 90 DAYS PRIOR TO THE EVENT. A WRITTEN CANCELATION NOTICE MUST BE GIVEN. FOR WEDDINGS AND OTHER SIGNIFICANT SOCIAL EVENTS A MINIMUM OF 180 DAYS WRITTEN NOTICE IS REQUIRED FOR A FULL REFUND. A DEPOSIT OF 10% IS REQUIRED FOR ALL EVENTS. A TENTATIVE HOLD ON A DATE MAY BE PLACED FOR NO MORE THAN TWO WEEKS.
5. A MINIMUM IN FOOD AND BEVERAGE SALES (NOT INCLUDING TAX AND GRATUITY) MAY BE REQUIRED FOR CERTAIN DATES AND EVENTS.
6. THE PUBLIC HOUSE ON THE LAKE IS NOT RESPONSIBLE FOR LOST OR FORGOTTEN ITEMS.
7. ANY DAMAGE TO THE PUBLIC HOUSE ON THE LAKE OR ITEMS WITHIN, AS WELL AS ANY FEES INCURRED DUE TO LOSS, BREAKAGE, OR DAMAGE OF GOODS BY ANY GUEST OF THE EVENT WILL BE THE SOLE RESPONSIBILITY OF THE CLIENT.
8. WE WILL NOT SERVE ALCOHOL TO ANY INTOXICATED PERSON, MINORS OR FOR LONGER THAN 5 1/2 HOURS TO ANY GROUP OF PEOPLE PER NEW YORK STATE LIQUOR LAWS. NO "SHOTS" SERVED.

9. MENU PRICES ARE SUBJECT TO CHANGE AS DETERMINED BY MARKET PRICE FLUCTUATION, PRICES WILL BE GUARANTEED NOT MORE THAN 90 DAYS PRIOR TO EVENT.

10. FINAL PAYMENT BY CHECK OR CREDIT CARD IS DUE AT THE COMPLETION OF ALL SOCIAL EVENTS. A \$35 FEE WILL BE ASSESSED FOR ANY RETURNED CHECK.

11. PREMISES SHOULD BE VACATED AT A REASONABLE AMOUNT OF TIME AT THE END OF EVENT.

12. MUSIC (D.J. OR BAND) MUST BE KEPT AT A REASONABLE LEVEL AND END PROMPTLY AT 11PM.

13. IF RENTAL EQUIPMENT IS NEEDED, ADDITIONAL CHARGES WILL APPLY.

14. NO FOOD OR BEVERAGE MAY BE BROUGHT ONTO THE PREMISES WITHOUT PRIOR WRITTEN APPROVAL BY THE PUBLIC HOUSE ON THE LAKE.

15. OUTSIDE DECORATIONS MUST BE APPROVED BY MANAGEMENT. UNFORTUNATELY, GLITTER AND CONFETTI CANNOT BE ALLOWED.

16. DUE TO THE UNPREDICTABLE WEATHER ON THE LAKE, WE CANNOT BE HELD RESPONSIBLE FOR INCLEMENT WEATHER INCLUDING, RAIN, WIND AND SNOW. WE WILL MAKE OUR BEST EFFORT TO ACCOMMODATE YOU, WHICH MAY MEAN MOVING YOUR EVENT INSIDE. THE DECISION IS ULTIMATELY AT THE DISCRETION OF THE CONTRACTED PARTY. FINAL LOCATION MUST BE DECIDED 24 HOURS BEFORE THE CONTRACTED EVENT.

NAME _____

COMPANY NAME AND/OR FUNCTION _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NUMBER _____

EMAIL _____

DATE OF PARTY _____ TIME _____

ROOM RESERVED _____

NUMBER OF GUESTS _____ CHILDREN _____

CREDIT CARD # _____ EXPIRATION DATE _____

SECURITY CODE _____ NAME ON CARD _____

BY SIGNING BELOW, THE CLIENT AND THE PUBLIC HOUSE ON THE LAKE AGREE TO FULFILL THE OBLIGATIONS AND RESPONSIBILITIES OF THIS AGREEMENT.

CUSTOMER'S SIGNATURE _____ DATE _____

EVENT MANAGER'S SIGNATURE _____ DATE _____

THE PUBLIC HOUSE ON THE LAKE, INC.

BANQUET INFORMATION SHEET

MENU CHOICES ARE DUE 30 DAYS PRIOR TO THE EVENT. FINAL COUNT FOR MEAL CHOICES ARE DUE 7 DAYS PRIOR TO THE EVENT.

NAME _____

ADDRESS _____

PHONE _____

ROOM RESERVED _____

EVENT TYPE _____

EVENT DATE _____

ESTIMATED GUEST COUNT _____ FINAL GUEST COUNT _____

MENU SELECTION

SIT DOWN LUNCH/DINNER

CHOICE 1 _____

CHOICE 2 _____

CHOICE 3 _____

CHOICE OF SALAD _____

CHOICE OF DESSERT _____

OTHER CHOICES _____

BUFFET

BUFFET TYPE _____

CHOICE OF _____

CHOICE OF _____

CHOICE OF _____

ADDITIONAL ITEMS _____

WINE ON TABLE_____

ADDITIONAL NEEDS (PROJECTOR SCREEN, FLOWERS ETC)_____
