

Valley Brewing Company, Inc.

Banquet Agreement

The following information has been established to help ensure that your function will run as smoothly as possible. The Valley Brewing Company staff would like to provide you with excellent food and service. The following policies will help us to achieve these important goals. Your full cooperation in the following matters will also aid in the success of your event.

Guarantee: A guaranteed number of guests is required seven (7) days in advance of your event. The number is the minimum that the bill will be based upon. This number may not be reduced within those seven (7) days. With sit down service, Valley Brewing Company requires pre-counts on the ONE menu pre-chosen by you. You may not mix and match the menus. NO outside food is allowed. With regards to wedding and/or birthday cakes, the restaurant will charge a cake fee. Please see the coordinator for details. _____ initials

Contact: It is required that one person be specified as the “contact person” from the group. This person should understand that the Valley Brewing Company staff may contact them directly with any questions or concerns that might come up during the event. The contact person is responsible for his/her group.

Time Restrictions: There is a _____ hour time allotment for your event, not to exceed our regular closing hours for our liquor license.

Start and end times are required to be scheduled when planning your event.

START TIME: _____ END TIME: _____

Beverage/Bar: In compliance with state law, no hard liquor or beer may be brought onto the premises. The Valley Brewing Company caters all food and beverages. All persons consuming liquor on the premises must be of legal age, as imposed by California State Law. The Valley Brewing Company reserves the right to refuse service of liquor to any member of your group at any time during your event. Obviously intoxicated guests will not be served any alcoholic beverages and if necessary, asked to leave the premises.

Damages: The patron agrees to assume responsibility for any damage or loss on the premises during the event, from the time the guests have entered the establishment until the time all guests have left. Valley Brewing Company does not assume responsibility for lost or damaged articles left in the establishment prior to, during, or after the event. Damaged items include linens and carpet. _____ initials

Name: _____

Date of Banquet: _____

Decorations: All decorations must be discussed with the banquet manager prior to the event. No birdseed, confetti, glitter, rice, or foiled table confetti is allowed to be thrown or placed on the tables. You may use string or tape to affix decorations.

You are responsible to remove the decorations. _____ initials

No tacks, nails or staples allowed. _____ initials

Any candle wax ,ink, gum on table will result in \$30/cloth charge.

Deposit: At the time you book your event, a \$250.00 non-refundable and non-transferable deposit is required guaranteeing the date and spacing for your event. Please remember the deposit will be mailed/returned after your event in case of damage to any linens/banquet room. Deposits are accepted in cash or check only.

Payments: Payments are due in full on or before the day of your event. Valley Brewing Company accepts ATM, Visa, Mastercard, American Express, Diners Club, business checks and personal checks.

Facility Use Fee:

APPETIZER PARTY	\$250 ROOM FEE	
Air Hockey Table	\$25.	
LINEN FEE-(white 82")	\$7. PER CLOTH	*VBC will provide all linen service No outside linens used.
(green)	.75 PER NAPKIN	*Other colors available upon request.
O/S Cake Fee	\$25.	
Confetti Fee	\$25.	
Kettlecorn Machine	\$25./5 packs kettlecorn	
Balloons	\$18. per dozen	
Floral Arrangements	prices available upon request	
BARTENDER	_____	
SERVER	_____	
Corkage Fee	\$8 per 750ml bottle	

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Deposit paid : _____ **method** _____ **amount** _____
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This contract must be signed by both customer and manager. Both parties understand and will comply with all of the above information and agreements on page one and two of the Valley Brewing Company Banquet Agreement Contract:

Name of group _____ Date of Banquet _____

Customer signature _____ date : _____

Manager signature _____ date: _____