

ROY'S TOWNE PUB: LARGE GROUP INQUIRY - EVENT FORM



Roy's Towne Pub
4000 S. Island Hwy
Royston, BC V0R 2V0
PH: (250) 898-8768
Email: goodtimes@theroypub.com
Website: www.theroypub.com

Please complete form for your inquiry for your event to be held at Roy's Towne Pub. This is the first step to make your reservation for a large group event (**this is not a guaranteed reservation**). Please fill in as many details as possible, to help us with your reservation request. We will not completely close the Pub for any group. Capacity limits apply. **Please Email us your completed request form.**

NAME OF EVENT/COMPANY: _____

DATE OF EVENT REQUESTED: _____ TIME OF EVENT: _____

NAME OF EVENT ORGANIZER/CONTACT (HOST): _____

CONTACT PHONE NUMBER: _____ EMAIL: _____

NUMBER OF GUESTS: _____ SEPARATE CHECKS: Yes ___ or No ___

If NO to separate checks, will the HOST be responsible for the final bill? _____

BAR: CASH BAR: _____ (separate/individual checks) or HOST BAR: _____ (one check, host pays final bill)

OTHER COMMENT REGARDING BAR: _____

AREA OR TABLE LOCATION REQUESTED: _____

PREFERENCE FOR FOOD: PRESET MENU/LIMITED MENU/OFF MENU/BUFFET: _____

(Please note, menu will be discussed in detail, after we confirm your event reservation).

ANY KNOWN DIETARY RESTRICTIONS, ALLERGIES OR SPECIAL INSTRUCTIONS? _____

ENTERTAINMENT/LIVE MUSIC. Please note that we usually pre-schedule music/entertainment at the Pub for all our customers to enjoy on our stage(s); this is not a guarantee there will be music/entertainment, as there are other variables sometimes beyond our control. IF you want to have your own entertainment, please discuss with us. **Are you okay with usual pre-scheduled music that may be occurring the day of your event, if any?** Yes ___ or No ___

SPECIAL INSTRUCTIONS PERTAINING TO EVENT: _____

This form does not guarantee your reservation for your event. We will be in touch to discuss details, deposits and make appropriate adjustments, if any required. Our staff work hard to make your event a success. ALL large groups, whether one bill or individual checks, a recommended minimum of 18% fair gratuity is expected for you SERVER (includes appropriate staff). Final guest count must be made 10 days in advance of event date; Roy's Towne Pub reserves right to move event to different area, if counts drastically different than initial reservation. Please review our Terms and Conditions for Large Group Events.