



Large Groups and Christmas Parties General Rules

TERMS AND CONDITIONS FOR LARGE GROUPS EVENTS (over 20 people)

Unless previously agreed otherwise by both parties (Roy's Towne Pub and Event Host/Organizer), in writing (email acceptable: goodtimes@theroypub.com), at time of booking, the following general terms and conditions for large group events apply.

***Initial Contact.** Details of your event will be discussed, after we receive your event request. Please either call us to inquire, or fill in a **Large Group Inquiry – Event Form** and submit either in person or by email. The first step is to confirm we can accommodate the date, time and number of guests.

***Communication.** Email is preferred method of communication to help avoid any miscommunication about your special event. Please feel free to call us to discuss as well, as appropriate.

***Capacity Limits.** Capacity limits apply at Roy's Towne Pub. Different areas of the Pub have different capacity limits, so will vary, depending on event. In cooler weather, we keep to indoors (*includes covered patio area*), so group sizes will be limited. We will not close down entire Pub for an event, but will limit walk-ins, as appropriate. Please also note that we must take the kitchen into account to ensure they can provide for the entire Pub during your party. We strongly recommend the event host view the area discussed PRIOR to event to ensure area is suitable.

***Entertainment.** We often have pre-scheduled music/entertainment at certain times for the Pub (not specific to any group). We cannot guarantee entertainment for simple fact that other circumstances out of our control may occur (sick pre-arranged musician, etc.). We will do our best to replace, but cannot guarantee this to occur; WHEN we have pre-scheduled entertainment/music. If you have a very large event and wish to have your own entertainment (music/comedy), please discuss with us.

***Decorations.** We do not decorate for special events. We may have general/seasonal decorations up, but do not decorate specifically for groups. If you'd like to decorate with basic table decorations (such as a special table centerpiece), you are welcome to (no wall hangings or anything that would damage or alter Pub; ask prior to decorating please). **NO confetti, excessive glitter, or feather boas type décor.** Any decorations brought in by you, must be removed from Pub at end of event (other events may be booked following yours).

***Deposit.** A 50% deposit of the estimated bill is due at time of booking. If the reservation is cancelled within the 72-hour period prior to the event, the deposit will not be reimbursed. If not one host bill, and individual checks, then deposit will be discussed at time of booking as we understand there are sometimes special situations.

***Final Payment.** The final payment is to be made at the end of event for any remaining amount owed on your quoted agreement. **The host is required to pay the full quoted amount (the final balance).** (We plan for staff, food and turn away other reservations, it is important final counts are accurate). Host bar, or other extras, will be added to the host tab (plus appropriate tax and gratuity), to be paid in full, at end of event. Any additional changes which occur date of the party will be paid for at the end of the event. If not all on one bill, special arrangements to be made at time of booking.



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***Gratuity.** A minimum of 18% gratuity is **recommended** for all food and beverage service for large group events, to be paid when bill is paid. If individual checks, fair gratuity of recommended minimum 18% is still strongly suggested. Please **let your guests know in advance, when separate checks apply.**

***Confirmed Guests.** Final head count is required 10 days in advance of event. Final billing will be based on this number. Should additional guests not accounted for in final head count join on event day and consume pre-ordered/purchased food/drinks, customer agrees to pay for these meals day of event at the rate identified on the event order. It is expected your confirmed number of guests to be within 10% of initial booking. *(If more guest show up then the confirmed number, seating may be an issue, we will do our best to accommodate).*

Dietary.** Dietary restrictions may be met, within reason. 10 days ahead of event, written notice is required. ***Please note, we will never guarantee gluten free as we are not a gluten free facility and there is a risk of cross contamination. We are gluten-friendly, meaning we will do our best to provide as gluten free as possible, including special products.

***Outside Products.** No outside food or beverages, including alcohol products. The only exception is a special cake (such as birthday cake) and unopened bottled wine (with pre-arranged planning). For all outside unopened bottled wine, a \$15 corkage fee applies, per bottle. **Please pre-arrange PRIOR to event.**

If your guests are bringing outside products that are not “approved” products or “smuggling” in their own liquor, they will be asked to leave and possibility of police called. We do not condone illegal activity.

***Non-Inclusive Use.** If a space is booked for a private party, the rest of the Pub will remain open as usual.

***Areas Reserved.** If the confirmed amount of people is considerably less than what was reserved at time of booking, then Roy’s Towne Pub reserves the right to move the group to an area more suitable for the size – will try to keep in similar area as originally requested, within reason.

***Quoted Agreement.** Food and beverage quoted is based on time of quote. If product not available or considerable cost increased to supply (*such as distribution supply, as with recent years*), then substitutions or price increased may be required, upon reasonable approval. We will try to substitute with similar item and keep costs to customer the same, when possible.

Pub Capacity Limits*

We are foremost limited by licensing, as listed on our liquor license.

However, there are some areas that are limited by number of chairs (we have some funky tables/chairs that may not be uniform). If we agree to a certain number of people for your event, we will ensure we have enough tables/chairs, but may not be our "usual".