



CONRAD'S Restaurant & Alehouse

Private Event Agreement

Client's Name(s): _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Estimated Attendance: _____

Event Type: _____ Event Date: _____

Start time: _____ Appetizers served: _____ Dinner Served: _____

CC Number: _____ Exp: _____ Code: _____

Card Type: Visa MasterCard Discover American Express

1. Client shall pay a non-refundable reservation deposit of \$100.00 at the time this contract is executed to hold the facility for the scheduled event.

DEPOSIT PAID: DATE: _____ AMOUNT: _____ CASH/CHECK/CC

2. The reservation deposit will be applied to the final cost of the event at CONRAD'S Restaurant & Alehouse. Any amount above and beyond the deposit will be due at the time of service. Client agrees to pay any amount above and beyond the reservation deposit. _____ Initials
3. I understand that tax of 9.85% and gratuity of 20% will be added to my final total. _____ Initials
4. Final menu selection, number of guests attending and any other services required, must be given to CONRAD'S Restaurant & Alehouse 1 (one) week prior to event. Within the final 72 hours before a scheduled event you may increase the number of guests but may not decrease. _____ Initials

5. I understand that the circled area(s) below is/are the area(s) that will be reserved for my party. I also agree to help CONRAD'S staff in keeping my party guests in my designated party area(s). _____Initials
 - a. COMMUNITY ROOM (Max Capacity 36 Seats)
 - b. LIBERTY ROOM (Max Capacity 100 Seats)

6. I understand that in order for CONRAD'S to provide my guests and me the best service possible, my guests will not be allowed to order food items off the menu while in the Community Room, Liberty Room or designated Party area. Guests who wish to order off the menu will need to move to the restaurant area.
_____Initials

7. All Community Room or Liberty Room tables must be accompanied by a table cloth or linen. I understand that there is a \$7 charge for every linen used.
_____Initials

8. Decorating and setup for the scheduled event can be done prior to the event by scheduling a time that is agreed upon by CONRAD'S Restaurant & Alehouse. Please note that the room may not be setup (linens on tables, etc.) until 1 (one) hour prior to event. _____Initials

9. We do have A/V equipment for our guests use. If you will be requiring the use of our A/V equipment, we ask that you let us know ahead of time so we can make sure we will be able to accommodate your needs. Please understand that you must schedule a time to come in and test equipment prior to day of event.
_____Initials

10. NO GLITTER OR CONFETTI IS TO BE USED. No spikes, staples, hooks, nails, thumbtacks or screws shall be inserted into the walls, doors, ceilings, floors or woodwork of CONRAD'S Restaurant & Alehouse. If you have any questions about what is allowed please speak with your event planner. _____Initials

11. ALL ALCOHOLIC BEVERAGES MUST BE PURCHASED FROM CONRAD'S RESTAURANT & ALEHOUSE, VIOLATORS WILL BE REMOVED FROM THE PROPERTY AND FACE PENALTY OR FINES IN ORDANANCE WITH MISSOURI LAW.

12. No one under the age of 21 will be allowed in the Alehouse, including the Community Room and Liberty Room after 11 pm.

13. CONRAD'S Restaurant & Alehouse reserves the right to refuse service to any person who is intoxicated or under the influence of alcohol and drugs.

14. No Outside Entertainment

15. Clients' use of the banquet room shall not be loud or offensive or otherwise constitute a nuisance and shall not violate any ordinance, law or regulations of any governmental body.

16. No smoking will be allowed inside the Community Room and Liberty Room or in any other area designated as non-smoking at any time.

17. Client accepts responsibility for any and all damages to CONRAD'S banquet facility during the scheduled event.

Signature: _____ Date: _____

Event Planner: _____ Date: _____