

# SWEENEY'S SALOON & EVENTS

## BANQUET AND EVENTS CONTRACT

*Banquet and Event Manager: Allison Andrea*

cell: 612.396.0701 fax: 651.293.9197

*The following information contains rules and guidelines for rental of the Upstairs Banquet Room at Sweeney's Saloon. Please read all the information before signing this contract.*

### **CONFIRMATION OF RESERVATION**

The \$200 deposit confirms that the room is reserved for a specified date. The deposit is payable by credit card only. This deposit is refundable, so long as there are no damages to the room nor any items missing after the event. The deposit will not be refunded if the event is cancelled less than 90 days prior to the reservation date. A fee of \$60/hour is charged for room rental for our upstairs private banquet room. This price includes staff for your event. The amount of staff needed is determined by the banquet manager.

### **GUIDELINES FOR PAYING THE BILL**

The bill is to be paid in full with your bartender at the end of your event. If no damages have occurred, your deposit will be refunded on the Monday following your event. Please allow 5-7 business days for the refund to show up on your credit card statement. The customer's bill will include food costs, hosted beverage tabs, room fee, and any other added costs discussed beforehand. An 18% gratuity will be added to food and hosted bar tabs. A 7.5% tax will be added to food tabs.

### **FOOD, BEVERAGE AND MINIMUM PURCHASES**

Food and special beverage orders are to be placed a minimum of ten days prior to the day your event is scheduled to ensure availability. A minimum purchase of \$1,000 in food and/or beverages is required for events scheduled on Friday or Saturday during the months of January-November. A minimum purchase of \$1,200 in food and/or beverages is required for events scheduled on Friday or Saturday in December. The room fee and other fees are not put towards this minimum. All banquet food orders, cash bar sales, and open bar sales go towards the minimum goal. If you fail to meet the minimum, you are responsible for paying the remainder of the minimum at the end of your event.

### **MUSIC REGULATIONS, UNDERAGE CONSUMPTION AND LAST CALL**

All music, whether DJ, band, CDs or other, must be finished at 1:30AM. Music volume is controlled by staff. If you are hiring a band or DJ. Please let us know prior to your event.

According to Minnesota State Law, underage drinking is prohibited in our facilities. All minors need to be identified at the beginning of your event to all staff working in the banquet room. All minors will be stamped to identify them to our staff. If underage consumption occurs, you forfeit your deposit and your party will end immediately.

Last call will be done half an hour before your party end time. Your guests will then have half an hour to finish their drinks and move downstairs. Sweeney's closes at 1 a.m. Sunday - Thursday, and 2 a.m. Friday - Saturday.

\*\*Please introduce yourself at the beginning of your event. All of our staff is very knowledgeable and willing to help.

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

# CUSTOMER RECEIPT

**Sweeney's Saloon Banquets and Events**

96 North Dale Street

Saint Paul, MN 55102

**Allison Andrea**

cell: 612-396-0701 fax: 651-293-9197

Customer Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Amount of Deposit: \_\_\_\_\_

Date Deposit was Made: \_\_\_\_\_

Keep this receipt for your records.

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# SWEENEY'S RECEIPT

**Sweeney's Saloon Banquets and Events**

96 North Dale Street

Saint Paul, MN 55102

**Allison Andrea**

cell: 612-396-0701 fax: 651-293-9197

Customer Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Amount of Deposit: \_\_\_\_\_

Date Deposit was Made: \_\_\_\_\_

Please mail this copy with your deposit to Sweeney's at the above address.