

## Howlett Restaurant Group Contract and Banquet Policy

Magic Tree Pub and Eatery

7463 South Avenue Boardman Ohio 44512

330.629.2667

By signing this contract \_\_\_\_\_ agrees to the following set policies for the date and time specified. Violation of this contract will yield a loss of the security deposit received \$\_\_\_\_\_.

A deposit is required to guarantee the date and time for all guests utilizing The Magic Tree Pub and Eatery's facilities. No "tentative" holds may be placed on banquet room rentals without initial deposit. This deposit is representative of our room rental fees and will not be applied to the final bill on the day of the listed event.

### Deposit Breakdown:

- Deposit of \$150 is required for use of the back room and a minimum spend amount of \$500.
- Deposit of \$250 is required for use of the front room and a minimum spend amount of \$1250.
- Deposit of \$500 is required for use of both spaces and a minimum spend amount of \$2500.

Deposits can be paid by credit via online (a secure link sent by the catering manager) or in store by credit via manager on duty. Deposits will only be accepted once a signed contract is turned in.

### Cancellation Policy:

Cancellation of your scheduled event will result in a forfeit of your initial deposit. Any cancellation within 15-plus days of your scheduled event requires 50% of the final payment covering your food and beverage. Cancellation within 0-14 days of your scheduled event requires 100% of the final payment covering your food and beverage per the contract signed. Cancellation payments will be made using the original payment method used for the deposit.

## Guarantee & Payment:

Food Policy: All food and beverage arrangements (apart from cakes or desserts for special occasions) MUST be provided by The Magic Tree Pub and Eatery.

Menu & Guest Counts: Your final menu and guaranteed number of guests MUST be confirmed 14 days prior to the scheduled event. We prepare 5% above the guaranteed confirmed number. Absolutely NO reductions in the guaranteed number of guests will be accepted less than 14 days prior to the scheduled event. Menu will be selected via online link at [www.magictreepubandeatery.com](http://www.magictreepubandeatery.com)

Final Payment: Final payment for the guaranteed number of guests must be paid in full by cash, credit or check on the day of your event. No pre-payments will be accepted. If paying via check, a copy of driver license will be taken from the guest. All additional charges, including charges for additional guests above your guaranteed count, will be added to the final payment amount. The banquet manager will verify number of guests in attendance for each function.

Rental Times: Rental times include time for set up and clean up. Guests are welcome to continue their evening in our bar/dining room following the event but must vacate the banquet facility by the stated times below. (unless approved by the banquet manager in advance)

- 11:00AM-4:00PM
- 5:00PM-10PM (11:00PM on Friday and Saturday)

\*Your event space is allocated based on the number of people attending your event. Magic Tree Pub and Eatery will try to accommodate any request for room rentals. In the event that a guest's banquet must be moved to another room to accommodate a larger/smaller function, the guest will not be charged additional fees and may be refunded according to the space the guest may be moved to. Guest will be notified in advance if a change in space is needed. \*

Bar Service: Magic Tree Pub and Eatery offers a full bar service, including cash, tab, tickets and open bar options. Events requesting a cash or tab, or open bar will be assessed a \$150 bartender fee. Guests should acknowledge the right of our bartenders to suspend the serving of alcohol to any persons in order to ensure responsible drinking. Magic Tree Pub and Eatery and The Ohio Division of Liquor Control directly forbids any alcoholic beverages to be brought onto the premises.

Standard Linen Pricing: Black table linen (85x85 circle) and white rolled napkin linen are provided in your room rental cost. If you wish to request a different color of linen such as red, white, etc., there will be an added cost.

- Special colored napkin linen: \$1.00/ per person
- Special colored table linen: \$2.50/ per table
- Black slip chair covers: \$1.00 per chair

Specialty table and linen options are available upon request: however, pricing is dependent on availability, color, material and sizing. Specialty linens must be preordered with our banquet manager 2 weeks prior to your scheduled event to guarantee timely order placement and delivery of your preferred linens. Prices are subject to change without notice.

Decoration: Magic Tree Pub and Eatery will provide black tablecloths, and white napkins, glassware, plate ware, and silverware for all events. A banquet manager must approve all additional decorations or displays brought onto premises. No confetti will be allowed for decoration purposes. No decorations brought in will be allowed to be attached to any structure without prior permission of the banquet manager.

Audio/Visual: Audio and visual equipment is available for use for an added rental cost.

- Projector: \$50.00
- Mobile TV: \$50.00
- Bluetooth Music: \$50.00
- Microphone: \$25.00

\*Magic Tree Pub and Eatery reserves the right to change pricing or policy at any time. \*

\*Each event is subject to a 20% gratuity and 7.5% sales tax in addition to the estimate/invoice total\*

Guest: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

