

The Blackhorse Pub & Brewery Banquet Agreement

The following information has been established to help ensure that your function will run as smoothly as possible. The Blackhorse Pub & Brewery staff would like to provide you with excellent food and service. The following policies will help us to achieve these important goals. Your full cooperation will also aid in the success of your event.

Room Usage Policy

- ❖ In order to best serve all of our guests, rooms cannot be held without a completed banquet agreement and booking fee.
- ❖ The Blackhorse Pub & Brewery reserves the right to change room assignments if there is a fluctuation of the confirmed number of guests, or if there is a need to do so. You will be notified in of any such changes.
- ❖ The Tap Room, Back Room and Mezzanine may not be booked on Friday or Saturday nights.
- ❖ It is required that one person be specific as the "contact" person from the group. This person should understand that The Blackhorse Pub & Brewery staff may contact them directly with any questions or concerns that may arise during the event. The contact person is responsible for the action and conduct of his/her group. The contact person is also the person responsible for all payment.
- ❖ The contact person agrees to assume responsibility for any damage or loss on the premises during the event, from the time the guests have entered the establishment until the time all guests have left. The Blackhorse Pub & Brewery does not assume responsibility for lost or damaged articles left in the establishment prior to, during, or after the event.
- ❖ All persons consuming liquor on the premises must be 21 or older. The Blackhorse Pub & Brewery reserves the right to refuse service of liquor or beer to any member of your group at any time during your event. Obviously intoxicated guests will not be served any alcoholic beverages and if necessary, asked to leave the premises. **NO ONE UNDER 21 IS ALLOWED IN THE TAP ROOM AT ANY TIME!**
- ❖ Confetti, glitter, rice, birdseed or foiled table confetti are not permitted. You may use string or tape to affix decorations, tacks, nails or staples are not allowed. You are responsible to remove any decorations.
- ❖ Any and all entertainment must be approved by The Blackhorse Pub & Brewery management.
- ❖ **PLEASE MAKE SURE TO HAVE ALL SPEECHES AND PRESENTATIONS DONE BY 8:45. THE TAPROOM OPENS TO THE PUBLIC AT 9 P.M.**

Menu & Counts

- ❖ Please contact us with your final menu choices no later than one (1) week prior to your event
- ❖ All food and beverages must be purchased from The Blackhorse, with the exception of specialty cakes.
- ❖ An estimated number of guests is to be given at the date of agreement. Your final guest count must be communicated and confirmed no later than 3 days prior to your function. You will be charged for the amount given as your final count. (If you do not give a count 3 days prior, you will be charged for the estimated count on your contract.) The Blackhorse will prepare food for the final guaranteed count, but will make every effort to accommodate additional guests if the situation arises.
- ❖ Functions being held in the Tap Room must either chose the Pizza & Pasta buffet or items from the banquet menu. Functions being held in the Back Room can choose from the regular menu, banquet menu or the Pizza & Pasta buffet Functions being held in the Mezzanine can only order from the regular menu.

Service Charges & Booking Fees

- ❖ All food, beverage and miscellaneous items are subject to a 18% gratuity and current Tennessee sales tax.
- ❖ At the time you book your event a *non refundable and non transferable* booking fee is required and is as follows:
Tap Room - \$100.00, Back Room - \$50.00, Mezzanine - \$25.00
- ❖ A minimum food total of \$550.00 Tap Room, \$200.00 Back Room and \$100.00 Mezzanine is required.
- ❖ For bar totals that are less than \$100.00 there will be a bartender fee of \$50.00 per bartender (Tap Room only)

Cancellation Policy and Payment Procedures

- ❖ Should the function be cancelled or rescheduled within 14 days prior to the original event date we will retain the booking fee and have no further obligation under this agreement.
- ❖ Functions that are cancelled or rescheduled within 7 days of the event date will also be charged an additional service charge equal to the original room fee.
- ❖ Payment is due in full on or before the day of your event. We accept Cash, Visa, Master Card, American Express or business checks. No personal checks
- ❖ Groups requesting a tax exemption must notify The Blackhorse Pub & Brewery at the time of booking and provide a copy of a TN state issued tax exempt number.
- ❖ Only one guest check will be permitted on groups of 20 or more.

Contact Person Initials:

Contact Name: _____

Event Date: _____ Estimated Count: _____

Event Name: _____

Business/Organization/Military Unit: _____

Room: **Tap Room** **Back Room** **Mezzanine**

Start Time: _____ End Time: _____

Bartender (Tap Room Only): **\$50.00 fee per bartender on any bar totals less than \$250.00** _____
We recommend 2 bartenders for parties of more than 60 people. You must have at least one bartender to book the Tap Room.

Food Choice: _____

_____ Food Time: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alt Phone: _____ Fax: _____

Email Address: _____

Additional Comments/Instructions:

The above terms are made part of the Banquet Agreement/Policies. The undersigned Customer has read understands and agrees with the above terms as part of the Banquet Policy Agreements.

Customer name (print) Date Customer name (signature) Date

Blackhorse Representative Initials

Booking Fee: _____

Credit Card Type: _____ Credit Card Number: _____

Expiration Date: _____ Card Holder Name: _____

Card Holder Signature: _____ Date: _____

The Blackhorse Pub & Brewery will not be liable for not performing any agreement due to acts of God, war, government regulations, disaster, fire, strikes, civil disorders, and / or other emergencies, making it illegal or impossible to provide the facilities to hold your event.

Banquet Food Choices

- ❖ **Pizza & Pasta \$14.00** Price includes food, soft drinks, taxes and server gratuity
Pizza, spaghetti with meat sauce, assorted breads, tossed salad with Italian, Ranch and Honey Mustard dressings.
This option guarantees at least one each of the following pizzas: Cheese, Pepperoni and Cheese, Sausage and Green Pepper, Pepperoni and Mushroom, Blackhorse Combo, Heart Attack, BBQ Chicken, Whitehorse, Garden, Tunisian

- ❖ **Party Trays**
Party trays serve approximately 25 people as an appetizer
 - Soft Pretzels \$31.50**
Served with beer cheese and spicy mustard
 - Chips and Dips \$36.75**
Fresh tortilla chips served with beer cheese, spinach & artichoke dip and salsa
 - Vegetable Tray \$38.75**
Cauliflower, Broccoli, Baby Carrots, Celery, Grape Tomatoes and Cucumbers served with ranch dressing
 - Sampler \$57.75**
Chicken Tenders, Cheese sticks and loaded skins. Served with Sour Cream, Honey Mustard and Marinara
 - Hoagie Tray \$98.75**
Turkey & Swiss, Turkey & American, Roast Beef & Swiss, Roast Beef & Cheddar with lettuce and tomato