

Doolittle's Banquet Room Agreement

Event Date _____ Event Time _____

OUR COPY TO KEEP

Occasion: _____
Name of Event Host: _____
Host's Phone #: _____
Host's Email: _____

Initial _____ I will use Doolittle's Banquet Room for a minimum of \$300 in food costs.

Initial _____ Food cost does not include gratuity (at 20%), tax (at 9%), or alcohol.

Initial _____ If I bring in a cake or cupcakes they will come from a reputable baker.

BOOKING YOUR EVENT & DEPOSIT

In order to book an event date, a \$100 deposit is required.

Initial _____ Your date will not be held or guaranteed for your event until the deposit is received.

Initial _____ Your \$100 deposit will be applied towards services and food at the conclusion of your event.

Initial _____ All bookings & deposits must be made at least 2 weeks in advance. The room is not available for last minute events (within 2 weeks of event date).

Initial _____ Your Final Bill is due at the conclusion of your Event. Doolittle's cannot accept any payment towards your Bill ahead of time.

Initial _____ I have made the required deposit of \$100 on _____

Initial _____ I MUST CANCEL MY EVENT WITHIN 30 DAYS to receive my deposit back.

Initial _____ THE MAXIMUM THAT DOOLITTLE'S BANQUET ROOM WILL SEAT IS 40 PEOPLE.

Initial _____ PAYMENT FOR EVENT CAN ONLY BE ON ONE CHECK.

Initial _____ ALL FOOD IS SERVED BUFFET STYLE.

-If you would like full service there is an \$80 add-on fee

Initial _____ DOOLITTLE'S CLOSSES AT 10:00PM (3:00PM ON SUNDAYS).

-a \$50 room fee will be added on if anyone remains in room after 10:30pm (3:30pm on Sundays).

Initial_____ THERE IS NOT AN ELEVATOR TO GET UP TO THE BANQUET ROOM. Special needs will need to be considered when booking the room

THERE IS A UNISEX BATHROOM UPSTAIRS.

PROJECTION SCREEN

There is a projection screen upstairs.

There is NOT a projector

WE STRONGLY RECOMMEND THAT YOU TEST ALL OF YOUR AUDIO/VISUAL EQUIPMENT BEFORE DAY OF EVENT

SOUND SYSTEM

We have an AM/FM room tower with an auxiliary cord for MP3 players

Initial_____ I WILL NOT NAIL, PIN, OR TAPE TO ANY WALL, CEILING OR DOOR. Doing so will forfeit my deposit.

Initial_____ ABSOLUTELY NO OUTSIDE ALCOHOL CAN BE BROUGHT ON THE PREMISES. Doolittle's cannot legally allow for outside alcohol to come into the building. Only Wine and Beer are available on Sundays (Full Bar is available Monday-Saturdays).

Initial_____ A SPECIAL, LIMITED MENU IS OFFERED FOR DOOLITTLE'S EVENTS
The Doolittle's Main Dining Restaurant menu is not offered for Events. If you have a special menu or items you would like to offer, please let us know.

CUT OFF FOR MENU

In order to properly staff and place a food order, the cut off to finalize you menu is one week ahead of your event.

This will fall on _____

Initial_____

CUT OFF FOR HEAD COUNT

In order to properly staff and place a food order, the cut off to finalize your head count is one week ahead of your event.

This will fall on _____

Initial_____

I have read and understand all of the above statements.

Signature _____ Date _____

Doolittle's Banquet Room Agreement

Event Date _____ Event Time _____

YOUR COPY TO KEEP

Occasion: _____
Name of Event Host: _____
Host's Phone #: _____
Host's Email: _____

Initial _____ I will use Doolittle's Banquet Room for a minimum of \$300 in food costs.

Initial _____ Food cost does not include gratuity (at 20%), tax (at 9%), or alcohol.

Initial _____ If I bring in a cake or cupcakes they will come from a reputable baker.

BOOKING YOUR EVENT & DEPOSIT

In order to book an event date, a \$100 deposit is required.

Initial _____ Your date will not be held or guaranteed for your event until the deposit is received.

Initial _____ Your \$100 deposit will be applied towards services and food at the conclusion of your event.

Initial _____ All bookings & deposits must be made at least 2 weeks in advance. The room is not available for last minute events (within 2 weeks of event date).

Initial _____ Your Final Bill is due at the conclusion of your Event. Doolittle's cannot accept any payment towards your Bill ahead of time.

Initial _____ I have made the required deposit of \$100 on _____

Initial _____ I MUST CANCEL MY EVENT WITHIN 30 DAYS to receive my deposit back.

Initial _____ THE MAXIMUM THAT DOOLITTLE'S BANQUET ROOM WILL SEAT IS 40 PEOPLE.

Initial _____ PAYMENT FOR EVENT CAN ONLY BE ON ONE CHECK.

Initial _____ ALL FOOD IS SERVED BUFFET STYLE.

-If you would like full service there is an \$80 add-on fee

Initial _____ DOOLITTLE'S CLOSSES AT 10:00PM (3:00PM ON SUNDAYS).

-a \$50 room fee will be added on if anyone remains in room after 10:30pm (3:30pm on Sundays).

Initial_____ THERE IS NOT AN ELEVATOR TO GET UP TO THE BANQUET ROOM. Special needs will need to be considered when booking the room

THERE IS A UNISEX BATHROOM UPSTAIRS.

PROJECTION SCREEN

There is a projection screen upstairs.

There is NOT a projector

WE STRONGLY RECOMMEND THAT YOU TEST ALL OF YOUR AUDIO/VISUAL EQUIPMENT BEFORE DAY OF EVENT

SOUND SYSTEM

We have an AM/FM room tower with an auxiliary cord for MP3 players

Initial_____ I WILL NOT NAIL, PIN, OR TAPE TO ANY WALL, CEILING OR DOOR. Doing so will forfeit my deposit.

Initial_____ ABSOLUTELY NO OUTSIDE ALCOHOL CAN BE BROUGHT ON THE PREMISES. Doolittle's cannot legally allow for outside alcohol to come into the building. Only Wine and Beer are available on Sundays (Full Bar is available Monday-Saturdays).

Initial_____ A SPECIAL, LIMITED MENU IS OFFERED FOR DOOLITTLE'S EVENTS
The Doolittle's Main Dining Restaurant menu is not offered for Events. If you have a special menu or items you would like to offer, please let us know.

CUT OFF FOR MENU

In order to properly staff and place a food order, the cut off to finalize you menu is one week ahead of your event.

This will fall on _____

Initial_____

CUT OFF FOR HEAD COUNT

In order to properly staff and place a food order, the cut off to finalize your head count is one week ahead of your event.

This will fall on _____

Initial_____

I have read and understand all of the above statements.

Signature _____ Date _____