



Banquet and Large Party Contract

Contact Person: _____ Occasion: _____

Phone: _____ Cell: _____ Fax: _____

Banquet Date: _____ / _____ / _____ Time Slot: _____ Guests #: _____
Day of week Month Day Year

A deposit is required to place a reservation. This deposit is 100% refundable if cancellation is received in writing 14 days prior to the scheduled event.

No Reservation will be guaranteed without a signed contract and deposit.

The deposit amount will be directly applied to the bill for event. All bills are due and payable in full prior to end of event.

Room Charges

Room charges may be higher during holidays and special events. Room charges for such occasions will be determined by the banquet manager.

Sunday-Wednesday and Before 5:30 Thursday-Saturday

	Number of Guests	Room Charge/Hour
Appetizers/Cocktails	70 max	\$50
Dining	20 or under	\$50
Dining	21-60	Waived

Thursday-Saturday

After 5:30, there will be a minimum room charge of \$150/hour.

Rooms are usually available in 2-hour blocks. Thursday through Saturday is available in two two-hour time blocks only: 5:00 p.m. to 7:00 p.m. and 7:00 p.m. to 9:00 p.m. Room may not be reserved after 9:00 p.m.

It is the responsibility of the customer to put up and to remove decorations immediately after planned event and prior to 9:00 p.m.

Room charges do not include service charge or tax.

Food & Beverage

Food will be prepared according to the confirmed guest count. Guest count must be confirmed 7 days prior to the event. We would be happy to accommodate last-minute additional guests, provided maximum occupancy is not exceeded. Billing for additional guests will be at the prearranged rate per plate. A banquet service fee of 18%, and sales tax of 7.25% will be assessed on all banquets.

Non-contracted quoted prices are valid for 30 days.

No food or beverages are allowed to be brought on the premises unless prior arrangements have been made. Corkage fee for wine provided by patron is \$10.00 per 750-ml bottle. Other sizes will be charged by prior arrangement with banquet manager according to volume.

Cake plates may be provided for a fee of \$1.50 per plate.

Bar Services

Host Bar

Host covers all drinks

Upstairs bar services are available for a \$50.00 set up fee. You will be charged on a per drink basis. If drink orders exceed \$400.00, the set-up fee will be waived. You may choose to host a set dollar amount, after which guests will pay on a cash basis. This amount may be arranged with the banquet manager.

No-host Bar

Guests pay for individual drinks

Upstairs bar services are available for a \$50.00 set up fee. If drink orders exceed \$400.00, the set-up fee will be waived.

Alternatively, cocktail wait-staff may be provided. The number will be based on your party's need and staff availability.

Additional Information

The contact person or host will be responsible for guests attending the night of the event and any damages that may accrue to Mother's Tavern property due to their actions.

After 9:00, only those 21 year of age and older may remain at Mother's Tavern.

Banquet Information

Occasion: _____ Time Slot _____ @ \$ _____/hour

Hors D'oeuvres Serving Time _____

Buffet Menu

Entrée Serving Time: _____ Buffet Price Per Plate: _____

Notes: _____

In-House Menu

Ordering Time _____

Upstairs Bar

Set up Time _____ Set up Fee \$ _____

- Host Amount Hosted \$ _____
 No-Host

Cocktail Wait-staff

Dining/Seating Formation

- Dining room seating (seats 32 at tables, 41 including balcony seating)
 Dining room seating with bar (seats 24 at tables, 33 including balcony seating)
 Lounge environment (available for cocktails and appetizers only—up to 70)
 Banquet table seating (seats up to 60)

Customer Information

I have read and understand the obligation and responsibilities as they are written in this document. As the contact person or host, I assume the responsibility for all that is mentioned herein.

A deposit amount of \$ _____ will be used to hold the reservation for the date of _____.

Contact Person's Name: _____

Credit card type: _____ Credit card # _____ Expiration: ____/____

Check # _____ Amount \$ _____

Cash Amount \$ _____

Additional Notes/Terms: _____

Contact Person's Signature _____

Mother's Tavern
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