

# BANQUET EVENTS



## Terms & Conditions - 1

### General Information

Jack's Attic is available for private use on Thursday, Friday and Saturday evenings with a guaranteed minimum spend of \$2500 before tax and service charge. Jack's Attic will be held private until 10pm on these evenings. Outside of Thursday, Friday and Saturday evenings there is no minimum spend to rent the facility. Jack's Attic can comfortably seat smaller parties of 20-30 people and can also accommodate dinner parties up to 120 guests. Jack's Attic also provides space for stand-up cocktail parties of 200pp. All groups, regardless of size, will be responsible for a \$25/hour room charge to rent the floor outside of Thursday, Friday and Saturday evenings. This charge applies for a two hour minimum.

### Sales Tax and Service Charge

Sales tax is 8.25% and there is a customary service charge of 20% of food and beverage costs. All groups with tax exempt status must provide us with a copy of their tax exempt number before issuance of the final invoice.

### Menu

All menu selections must be confirmed at least fourteen (14) calendar days prior to the scheduled function. Food, beverage prices and selections are subject to change. Price quotes are estimates only. Happy Hour prices are not valid for events in Jack's Attic.

### Buffet Menu

Jack Quinn's buffet menus are available for groups of thirty (30) or more. Thirty people are the minimum for which you will be charged.

### Guarantee

You will be required to provide us with a final number of guests at least seven (7) calendar days prior to your function. This number will be considered your guarantee. If you are using a per person rate package, you will be charged for your guarantee. Should the number of attendees exceed the guarantee, you will be charged accordingly. We cannot be responsible for cancellations due to inclement weather.

# BANQUET EVENTS



## Terms & Conditions - 2

### **Cancellation & Booking Fees**

At the time you book your event, a valid credit card number is required to hold the room.

The card will be charged a \$100 fee if notice of cancellation is not received to the Banquet Coordinator at least 14 days prior to the reserved event. The card will be charged

a \$200 fee if notice of cancellation is not received at least 7 days prior to the reserved event. .

YOUR RESERVATION WILL NOT BE CONFIRMED UNTIL THE CREDIT CARD NUMBER IS RECEIVED AND THE CONTRACT IS SIGNED BY BOTH THE GUEST AND THE BANQUET COORDINATOR.

### **Food Quality and Safety**

Due to Colorado public health regulations all food items (with the exception of cakes or desserts provided from licensed bakeries) must be supplied and prepared by Jack Quinn's. There is a \$1.00 per person service charge to serve cake from licensed outside bakeries.

Jack Quinn's is responsible for the administration of sales and service for all alcohol beverages. It is illegal to bring any alcohol into the Pub, this includes gifts of alcohol. All guests (any age) must possess lawful identification to consume alcohol.

The staff at Jack Quinn's will use their best judgment in order to adequately and efficiently prepare for the number of guests guaranteed for your event.

Please note that appetizer buffets are not considered full meals and are quantified as such based on the final guest count. They are not replenished after the last round is served. Charges for any entertainers, photographers, and or assistants who are served food, beverages, or alcohol will be added to the final bill for your event.

### **Decorations**

Please speak to the Banquet Manager regarding any desired decorations for your event. All decorations must be approved prior to each event. Tablecloths may be furnished at the cost of \$2.00 each. (Included in holiday staffing fee)

# BANQUET EVENTS



## Terms & Conditions - 3

### **Damage and Cleaning**

The host will be held responsible for any costs associated with abnormal wear and tear caused by any events' guest to Jack Quinn's equipment, furniture, walls, or building structure. A cleaning charge will be assessed for unreasonable cleaning required during or following an event.

### **Payment**

Payment in full for all functions is expected on the day of the function. Payment can be tendered by credit cards accepted by this establishment, company check, or cash. We normally do not organize separate checks for parties of 25 or more. We can provide checks per table, subtotaled for each guest.

### **Audio Visual Equipment**

Jack Quinn's can offer the use of a wireless microphone, projection screen and DVD player. We also have the capability of playing an iPod through our speaker system. The fee for the use of our audio/visual equipment is \$20 Please note if the event requires a live band, DJ, microphone, iPod, or DVD player the rental of the entire floor may be required.

# BANQUET EVENTS



## Holiday Terms - 1

### General Information

Jack's Attic is available for private use on Thursday, Friday and Saturday evenings in December with a guaranteed minimum spend of \$2500 prior to tax and gratuity. Outside of Thursday, Friday and Saturday evenings there is no minimum spend to rent the facility. Jack's Attic can comfortably seat smaller parties of 20-30 people and can also accommodate dinner parties up to 120 guests. Jack's Attic also provides space for stand-up cocktail parties of 200pp. All groups, regardless of size, will be responsible for a \$25/hour room charge to rent the floor outside of Thursday, Friday and Saturday evenings. This charge applies for a two hour minimum.

### Sales Tax and Service Charge

Sales tax is 8.25% and there is a customary service charge of 20% of food and beverage costs. All groups with tax exempt status must provide us with a copy of their tax exempt number before issuance of the final invoice. Menu All menu selections must be confirmed at least fourteen (14) calendar days prior to the scheduled function. Food, beverage prices and selections are subject to change. Price quotes are estimates only. Happy Hour prices are not valid for events in Jack's Attic. Buffet Menu Jack Quinn's buffet menus are available for groups of thirty (30) or more. Thirty people are the minimum for which you will be charged. Guarantee You will be required to provide us with a final number of guests at least seven (7) calendar days prior to your function. This number will be considered your guarantee. \*If you are using a per person rate package, you will be charged for your guarantee. Should the number of attendees exceed the guarantee, you will be charged accordingly. We cannot be responsible for cancellations due to inclement weather.

# BANQUET EVENTS



## Holiday Terms - 2

### **Cancellation & Booking Fees**

At the time you book your event, a valid credit card number is required to hold the room. The card will be charged a \$200 fee if notice of cancellation is not received to the Banquet Coordinator at least sixty (60) days prior to the reserved event. The card will be charged a \$500 fee if notice of cancellation is not received at least thirty (30) days prior to the reserved event. Because our holiday events require special attention a \$1.50 per person staffing fee is charged. This fee includes a fully staffed bar, linen, cutlery, holiday decorations and centerpieces. YOUR RESERVATION WILL NOT BE CONFIRMED UNTIL THE CREDIT CARD NUMBER IS RECEIVED AND THE CONTRACT IS SIGNED BY BOTH THE GUEST AND THE BANQUET COORDINATOR.

### **Food Quality and Safety**

Due to Colorado public health regulations all food items (with the exception of cakes or desserts provided from licensed bakeries) must be supplied and prepared by Jack Quinn's. There is a \$1.00 per person service charge to serve cake from licensed outside bakeries. Jack Quinn's is responsible for the administration of sales and service for all alcohol beverages. It is illegal to bring any alcohol into the Pub, this includes gifts of alcohol. All guests (any age) must possess lawful identification to consume alcohol. The staff at Jack Quinn's will use their best judgment in order to adequately and efficiently prepare for the number of guests guaranteed for your event. Please note that appetizer buffets are not considered full meals and are quantified as such based on the final guest count. They are not replenished after the last round is served. Charges for any entertainers, photographers, and or assistants who are served food, beverages, or alcohol will be added to the final bill for your event.

Decorations Jack's Attic is decorated beautifully for the holiday season. The floor features two Christmas trees, Holiday décor throughout the floor, centerpieces, candles and garland. Please speak to the Banquet Manager regarding any other desired decorations for your event. All decorations must be approved prior to each event. Tablecloths may be furnished at the cost of \$2.00 each. (Included in holiday staffing fee).

# BANQUET EVENTS



## Holiday Terms - 3

### **Damaging and Cleaning**

The host will be held responsible for any costs associated with abnormal wear and tear caused by any events' guest to Jack Quinn's equipment, furniture, walls, or building structure. A cleaning charge will be assessed for unreasonable cleaning required during or following an event. Payment Payment in full for all functions is expected on the day of the function. Payment can be tendered by credit cards accepted by this establishment, company check, or cash. We normally do not organize separate checks for parties of 25 or more. We can provide checks per table, subtotaled for each guest.

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