**Jack Quinn’s Event Information**

**General Information**

Jacks Attic can comfortably seat parties up to 130pp.

Jack’s Attic also provides space for stand-up cocktail parties of 200pp.

Our space is also comfortable for smaller, more intimate gatherings.

 Jack’s Attic is available for private use on Friday and Saturday evenings with a guaranteed minimum spending of $3000 before tax and service charge. A floor buyout is required Friday and Saturday evenings.

On Sunday through Thursday evenings, or for afternoon parties seven days a week there is a $750 minimum spend to rent the floor. During March and December months the minimum spend for an event held Sunday-Thursday will increase to $1000.

If the minimum food and beverage cost is not met, the host will be charged a room fee to fulfill the remainder of the minimum spend.

**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 **seven (7) calendar days prior** to the scheduled function. Food, beverage prices and selections are subject to change.

**Happy Hour prices are not valid for events in Jack’s Attic.**

Price quotes are estimates only.

**Buffet Menu**

Jack Quinn’s buffet menus are available for groups of thirty (30) or more. Thirty people is the minimum for which you will be charged. Events that choose the buffet option may not have separate checks for food.

**Plated Menus**

Jack Quinn’s pre-selected plated options may be offered to parties of 60 people or less. Limited menus with separate checks may be offered to parties of up to 100 people. All events planning on utilizing separate checks must have tabs started with the bartender or pay as they go.

**Guarantee**

*You will be required to provide us with a final number of guests at least* ***five (5) 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.**

**Pricing and availability are subject to change.**

**Cancellation**

**YOUR RESERVATION WILL NOT BE CONFIRMED UNTIL 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 (except for 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.

**No outside alcohol is allowed to be consumed**. All outside alcohol must remain in sealed containers. There will be a $500 fine if this rule is broken. We can lose our liquor license.

The staff at Jack Quinn’s will use their best judgment to adequately and efficiently prepare 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. If you require access to the room more than 1 hour beforehand, you will be charged $75 per hour.

Tablecloths may be rented. The cost for linen rental is $110. This covers the entire floor.

**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.

Any function wishing to utilize separate checks must start tabs with the bartender at the beginning of the event or pay as they go.

All tabs that are not closed by the end of the event will have an automatic 20% gratuity added to the tab.

**Audio Visual Equipment**

Jack Quinn’s can offer the use of a wireless microphone, projection screen and Bluetooth compatible speakers.

The fee for the use of our audio/visual equipment is $50.

Please note if the event requires a live band, DJ, microphone, or Bluetooth connection the rental of the entire floor will be required.