

Phantom Canyon Brewing Company Banquet Terms and Conditions

Banquet rooms are assigned according to the size and/or needs of the group. Private rooms are subject to rental fees and/or food and beverage minimums. Fees and minimums vary according to room, number of guests, set-up requirements, and date/time of year. Only food and beverage paid for by the host apply toward meeting minimum requirement. **Cash bar options do not apply toward meeting the minimum. Tax and service charge are due on the net amount and do not apply toward meeting the minimum.** If final bill is less than the minimum requirement, party will be charged the difference, plus tax and service charge. If the final bill exceeds the minimum requirement, party will be responsible for full payment, plus tax and service charge. Rental fees are non-refundable. Any and all outside services (including, but not limited to **DJ services**, floral/cake delivery, live bands, special audio-visual equipment) must be approved by Phantom Canyon Brewing Company Banquet Department. **If you are hosting a band/DJ for your event, you may be required to rent out the entire floor.**

Phantom Canyon Brewing Co will honor all reservation times scheduled by guests. Standard bookings are given a maximum of 2-5 hours (depending on function). **Any amount of time over the contracted reservation time will be subject to a service fee of \$50.00 per thirty minutes, no exceptions. This rule is effective even if your reservation is less than 5 hours (depending on contract).**

ANY ALCOHOL BROUGHT ONSITE BY GUESTS IS PROHIBITED. HOST WILL BE CHARGED A \$200.00 FEE IF OUTSIDE ALCOHOL IS FOUND DURING THE EVENT.

We feature platter style dining, where each course is served to the table on platters from which guests share. Buffet service and cocktail parties are also available. Bar service can be tailored to meet your needs, and will be charged accordingly. **Special requests for food and/or beverages must be directed to the Phantom Canyon Banquet Department and must be requested no later than 2 weeks prior to event.** Any special dietary requirements must be arranged at the time of menu finalization and guest guarantee. All special orders are subject to additional fees.

Please note that all food and beverage prices are subject to 7.4 % sales tax and 20% service charge. Prices and taxes are subject to change. Additionally, Phantom Canyon reserves the right to change menu items and prices as deemed necessary. **Menus may not be selected more than 3 months before the date of the event** (due to menu changes).

Banquet and/or Billiards buyouts will require a 25% deposit to secure the contract. Deposit will be refunded providing at least 60-90 days is given with cancellation (see cancellation terms). A credit card number will be required to confirm all other contracts for the Banquet Hall. **Once Phantom Canyon has received the signed confirmation letter and credit card number/deposit, you are subject to all of our policies and procedures. Please read the cancellation policies thoroughly. The bill is due in full at the conclusion of the event.** Phantom Canyon accepts cash, Visa, American Express, Master Card, Discover, Diner's Club, personal and business checks (with photo ID).

*****SEPARATE CHECKS ARE PROHIBITED ON THE THIRD FLOOR, NO EXCEPTIONS*****

*****The menu must be finalized and the final guaranteed number of guests must be specified by noon on Wednesday in the week prior to the event.** The guarantee is not subject to reduction. **Final billing will be based on the guarantee, or the actual number of guests, whichever is greater. In the event that the guarantee is not received by the deadline (below), final billing will be based on the initial estimate, or the actual number of guests, whichever is greater.** Once the event is finalized, you will receive an Event Order outlining the final details for your event. Your signature will indicate verification and acceptance of the date, time, quantities of food and bar items, set-up and any special requests. You must indicate clearly and accurately the party who will be responsible for final payment. **Your event will not take place without a signed copy of the event order on file in the banquet office.**

CANCELLATION/DOWNGRADE POLICIES

A credit card/deposit will be required to guarantee and confirm your contract. Once we have your signed confirmation letter and the credit card guarantee, you will be subject to all our cancellation policies:

- If the event is cancelled with **at least 60 days notice, no charges will be made to the credit card.**
- If the function is **between Nov. 28 and Jan. 1, 90 days notice is required for no charges** (89-60 days, \$200.00 charge)
- For parties requiring a 25% deposit, **Deposit is nonrefundable if less than 60 days notice is given on cancellation.**
- If the event is cancelled **within 60-14 days, a \$300 cancellation fee will be charged to the card.**
- If the event is cancelled **within 14 days to date of finalization (written below), 75% of the final estimated food/beverage charges or contracted minimum** will be charged to the card.
- **If the event is cancelled after date of finalization (written below), full charges will apply (100% of the final estimated food, beverage and service charge will be charged to the card).**
- Once the final guaranteed number of guests has been received, the number is not subject to reduction.
- Decreasing your numbers and opting for a smaller room is considered a cancellation/downgrade and may result in fees.

Please note that all facility rentals, food and beverage minimums, details, cancellations, and special requests are to be handled directly with the banquet department only. Contact the Banquet Director with any questions. These terms and conditions are subject to change.

*******PARTY DETAILS (MENU, BAR OPTIONS, FINAL NUMBER OF ATTENDANTS) ARE DUE ON _____ (BY NOON)*******