



**ROOM FEE \$50 IS REQUIRED TO CONSIDER FUNCTION BOOKED. NON REFUNDABLE.**

## **BANQUET ROOM AGREEMENT**

- Banquet room is available for meetings, seminars, displays, luncheons, dinners, and private parties.
- The room can accommodate up to 46 people comfortably.
- Please discuss with the banquet manager all important details necessary for the success of your function.
- Food, coffee, tea prices are subject to 6% sales tax. A gratuity charge of 20% will be added to the final bill.
- A bartender charge of \$7.25 per hour, bartender will be charged on all bar services.
- A function is not considered "booked" until this deposit is received within a two week period of the tentative scheduling of the initial date of request, then the \$50.00 deposit will be deducted off of the final bill. (If the party should cancel after the deposit is made the deposit is forfeited.)
- Food selections and a guaranteed number of attendance are required five days in advance of reservation. Customers will be charged for guaranteed numbers of attendance.
- Linen table clothes are available upon request at a minimal charge of \$6.00 per table. Otherwise, paper place mats will be supplied.
- The main courses of "sit down" dinner entrees will be 2 items. All appetizers, potato, or vegetable side dishes and dessert should be the same. This will enable us to serve you more efficiently.
- It is the responsibility of the host of the party to provide us with place cards for "sit down" dinners with the guest name and entrée requested. We will provide a chart to help if needed.
- Restrooms have no attendants on duty. Coats or personal items are not the responsibility of the restaurant.
- Prices are subject to change without notice unless deposit and menu selections have been confirmed. Cocktails and highballs are sold on a cash basis or charged to your bill as consumed per drink for house and name brands. A 20% gratuity is added to the final bill.
- Dinner off the menu can only be done if the party is 15 or fewer people.
- A guarantee of 20 persons is required for a luncheon or dinner buffet, if there are any special requests we will do our best to service them. However, the decision will be under the discretion of the banquet managers and the executive chef.
- All food items such as buffet or appetizers are not permitted to be "boxed up to go" because of the food safety.
- You are responsible to any damages that are done. Patrons agree to be responsible for any damage done to the premises during the period of time they are under your control or the control of any independent contractor as contracted by patron.

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**I have read and understand the above conditions, enclosed is my deposit of \$50.00 along with signed copy of this agreement.**

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Date of Event \_\_\_\_\_

Please make checks made payable to: **The Union Grill**       Visa     MasterCard

We accept cash, check, MasterCard, or Visa

Thank you for choosing the Union Grill we appreciate your patronage and enjoy serving you.

**13 1/2 East Wheeling Street, Washington, Pa 15301 | Visit on our website: [theuniongrill.com](http://theuniongrill.com)**