



## RESERVATION AND PRIVATE EVENT POLICY

### TABLE RESERVATIONS

Pints will accept reservations for parties of 2-20 guests free of charge. For parties of 10-20, there is a \$50 credit card deposit required to secure the reservation. Reservations for parties over 20 guests is considered a Private Event and Private Event policies will apply. If the party fails to show for the requested reservation within 15 minutes of reservation time, the \$50 reservation charge will become non-refundable for holding the table and the tables will be released for other customers. For table reservations, the beer garden will remain available to other Pints customers as well. It will not be held exclusively for the reservation. If the party would like to have the exclusive use of the beer garden, please refer to Private Event policies stated below.

### PRIVATE EVENTS

Private Events will be accommodated on the beer garden patio only with a \$150 deposit required to secure the reservation. During the summer, our retractable roof can be opened for your event (weather permitting). During the winter, our beer garden is fully enclosed and heated. We have 3 TVs available for your guests to view. 50 guests can be fully and comfortably seated. The space can accommodate up to 65 guests standing and sitting. The Private Event will have exclusive use of the beer garden for the duration of the paid event.

Private Events are limited to 3 hours including. The 3-hour time limit is inclusive of any setup or breakdown on your itinerary.

All Private Events will be offered our Private Event Menu and served buffet style. Unfortunately, due to constraints on our kitchen, we cannot accommodate individual food orders for any Private Event. All food items will be included on the host tab. See further information in the **Split Checks** section.

All Private Events are subject to food and beverage minimum spends. See **Minimum Spend Requirements** for additional details. **Final food and beverage selections are due 1 week prior to the event date.** All food and beverages must be purchased from our restaurant per county health department. We will not allow outside alcohol or food items of any kind to be served.

We do not offer beverage packages. Alcohol will be charged based on consumption.

Any and all decorations should be minimal. Any damage to our walls, floors, furniture or general property due to negligence from the host or a member of the party will result in the host's credit card being charged for repairs/replacements. Glitter, confetti or balloons filled with confetti are not permitted. If you spread glitter or confetti anywhere within the property, we will charge an automatic \$150.00 fee.



**SPLIT CHECKS:**

All food items will be included on the host tab. Beverages can either be included on the host tab or be paid by individual tables. Pints is unable to accommodate individual tabs for beverages paid by guests. Beverage tabs are per table not per guest. The private event host will be presented with 1 check for all food items at the conclusion of the event and the \$150 deposit will be applied to the final check. An ATM is available on property and there is a bank located across the street for your convenience. A 3% surcharge will be added to any check using a credit card as payment.

**MINIMUM SPEND REQUIREMENTS:**

All food and beverage purchased during the event will be applied to the *Minimum Spend* requirement.

- *Minimum Spend* does not include tax and gratuity.
- Local sales taxes will be applied to the party tab as well as a 24% gratuity charge.
- The *Minimum Spend* requirement can be achieved through running a host tab or through individual tables paying for their own drinks.
- Failure to spend the *Minimum Spend* requirement will result in a charge to the host's credit card on file for the difference and Pints will reserve the right to open the Beer Garden to other customers.

**MINIMUM SPENDS - 3 Hour Private Event**

<b>Max # of Guests: 50 seated 65 standing</b>	Monday	Tuesday (In House Trivia)	Wednesday	Thursday	Friday	Saturday	Sunday
<b>LUNCH: 11 AM - 3 PM</b>							
LUNCH Mini Spend	\$1000	\$1000	\$1000	\$1000	\$1250	\$1250	\$1250
<b>DINNER: 3 PM - 10 PM</b>							
DINNER Mini Spend	\$1000	\$1,000	\$1000	\$1000	\$2000	\$2000	\$2000



**DEPOSIT**

- A deposit in the amount of \$150 is required to hold the Beer Garden reservation for a Private Event.
- The deposit is due upon booking your event date.
- Failure to make the required deposit will release the reservation date. The deposit will be applied to the *Minimum Spend* on the night of the event.

**CANCELLATION POLICY**

- Pints will refund \$100 of a deposit if the event is canceled at least 14 days in advance of the reservation (\$150 total deposit less a \$50 planning and administrative fee.)
- Deposit refunds will not be given for cancellations made less than 14 days in advance of the reservation.

**ACKNOWLEDGEMENT**

**I have read Pints' Reservation and Private Event Policy and accepted the terms as stated.**

---

**Guest Signature**

---

**Date**

---

**Pints Manager Signature**

---

**Date**



## CREDIT CARD AUTHORIZATION FORM

This form authorizes Cloud Nine Hospitality Group to charge the credit card listed below a \$150 deposit to secure the Private Event space on the date and time noted. This deposit will be applied to the final invoice on the date of the event. The remaining balance will be presented to the host at the close of the event. In the case of an event cancellation, the deposit will be applied in accordance with the Cancellation Policy. For events hosted at the restaurant, there may be an applicable Food & Beverage Minimum. If the minimum is not met, a room rental fee for the outstanding balance will be added to your final bill. Please confirm the details of your event with your Event Coordinator.

NAME AS IT APPEARS ON CREDIT CARD	
CREDIT CARD NUMBER	
EXPIRATION DATE	
CVV	
EVENT NAME	
PRIVATE EVENT DATE	
PRIVATE EVENT TIME	

### ACKNOWLEDGEMENT

I have read the Credit Card Authorization Form and Policies listed above and accept the terms as stated. In doing so, I hereby authorize the restaurant to charge my card according to these policies, and I accept all charges.

Guest Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please include a copy of your Driver's License or State I.D.*