



Churchill Room

Capacity - Sit-down Dinner	70
Capacity - Cocktails and Hors D'oeuvres	120
Room Rental Fee	\$100
Minimum Food and Beverage	\$200

*Arrangements may be made to book the entire restaurant or part of the courtyard.

- Contract must be signed by head of party.
- Prices subject to change at any time.
- No personal checks please.
- Once check per party (no separate checks please).
- 18% gratuity on all private events.
- Parties that do not show will be charged the minimum guarantee, tax, and rental fees for that evening.
- Parties of 15 or less may order off of the menu.
- Parties of 16-25 must limit their menu to 3 unmodified menu items from which their guests may choose, or use the buffet menu.
- Parties of 26 or more must use the buffet menu.
- Entrée count must be given no later than 5 business days in advance of the event.
- Client is responsible for 100% of final count.
- No carry-ins please. (Special Cakes made by licensed bakery may be allowed with permission of catering manager. Cake Cutting fee may apply)
- State Law prohibits the take home of leftover food from any banquet.
- Final payment is due at the conclusion of the function on the date of the event.

Catering Manager

Client

Date

Date

Carleton Grange Pub
Churchill Room Catering Agreement

Rental Fee and Minimum:

The use of the Churchill Room for a private event requires a rental fee of \$100.00 in addition to the food and beverage total. This rental fee includes table linens, flowers for the tables, table settings, and set-up of the room. There is a minimum food and beverage purchase of \$200.00 required to rent the room in addition to the rental fee. Arrangements can also be made to reserve part of the outside courtyard in addition to the Churchill Room for an additional fee.

Staffing:

Bartenders are available to serve tap beer and wine at the bar in the Churchill Room. Bartender rates are \$15.00/ hour. A gratuity of 18% of the food and beverage bill will also be charged.

Deposit & Cancellation Policy:

A deposit of \$100.00 is required to hold the Churchill Room. Please make arrangements to pay this deposit as soon as possible to reserve your date. Cancellation less than 10 days prior to an event will result in loss of the \$100.00 deposit.

Final Payment:

Clients will be billed for the balance the day of the event.

Upon review and acceptance of the proposal and our catering policies, please sign below and return this document with your deposit.

Catering Manager

Client

Date

Date

To pay deposit by credit card:

Type: (please circle) AMEX, VISA, MC, Discover

Account: _____

Expiration Date: _____

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