

RAIL ROOM FUNCTION

GENERAL INFORMATION OUTDOOR PATIO & RAILROOM

We require a \$250.00 non-refundable, non-transferable booking deposit to place your party on our calendar. This deposit will be deducted from your bill the evening of your function. For your convenience, we offer two types of beverage service. Standard beverage service may be added to any *seated* menu for your entire party. Standard beverage service consists of unlimited quantities of coffee, hot tea and/or iced tea throughout the duration of *food service* for your function. Deluxe beverage service may be added for a fee of \$4.00 per person and consists of all items as described in the standard beverage service with the addition of unlimited quantities of sodas, juices and milk throughout the duration of food service for your function. Bottled still and sparkling waters are excluded. Beverage service is not available for Hors d'oeuvres or Open House functions. **GUESTS NOT PURCHASING A BEVERAGE SERVICE WILL BE CHARGED THE LISTED PRICE PER DRINK CONSUMED. NO FREE REFILLS ARE PROVIDED -- COFFEE WILL BE WARMED ONLY.** Our homemade special occasion cakes and wedding cakes are available for any function with 48 hours notice. No food or beverage may be brought onto the premises for any reason whatsoever. Your total bill will be based on your final count due, in writing, three (3) days prior to your scheduled event.

While there is no charge for using either of these spaces, certain minimum food purchases are required as follows:

	<u>11:00am - 3:00pm</u>	<u>5:00pm - 10:00pm</u>
Tuesday-Wednesday	\$ 500.00	\$ 700.00
Thursday-Saturday	\$ 500.00	\$ 1000.00

The Outdoor Patio (in season) and Railroom (year-round) are available for private parties. While both spaces are enclosed, please take into consideration the fact neither space has traditional HVAC systems in place. The Railroom is used year-round and is extremely popular, but you should be aware of the limitations that each space may provide in controlling the temperature for your guests. The Outdoor Patio is especially impacted by low temperatures, particularly when combined with strong winds and rain.

**CASEY JONES
OUTDOOR PATIO OR RAILROOM
BANQUET DEPOSIT AUTHORIZATION FORM**

I, _____, have enclosed the non-refundable & non-transferable deposit of \$250.00 for my function beginning at _____ AM/ PM to be held at Casey Jones in the (circle one)

OUTDOOR PATIO

RAILROOM

on. _____, 20____

Signature: _____

Daytime phone: _____

BOOKING TERMS AND CONDITIONS:

I understand that this deposit is non-refundable and non-transferable to another date in the event of cancellation. No postponements are accepted. Your deposit will be credited back to you on your final bill at the close of your function. A MINIMUM FOOD ONLY PURCHASE GUARANTEE IS REQUIRED, THE AMOUNT VARYING DEPENDENT UPON THE DAY OF THE WEEK AND TIME OF DAY OF YOUR FUNCTION. PLEASE ENSURE THAT YOU ARE FAMILIAR WITH THESE MINIMUMS PRIOR TO SUBMITTING YOUR DEPOSIT. YOUR ENTIRE BILL WILL BE SUBJECT TO A SALES TAX AND CUSTOMARY GRATUITY OF 20% OF THE TOTAL FOOD AND BEVERAGE PURCHASED. IN ADDITION, YOUR FUNCTION WILL BE SUBJECT TO A GRATUITY MINIMUM OF \$100.00. BEVERAGES ARE NOT INCLUDED IN THE BANQUET MENU PRICING. NO CANCELLATIONS ARE ALLOWED, UNLESS DUE TO INCLEMENT WEATHER. WE HAVE A SPECIFIED INCLEMENT WEATHER POLICY IN PLACE. PLEASE REQUEST A COPY. NO FOOD OR BEVERAGE MAY BE BROUGHT ONTO THE PREMISES. ALL GUESTS BEING SERVED ALCOHOL WILL BE ASKED FOR VALID AND ACCEPTED IDENTIFICATION AT THE TIME OF SERVICE, REGARDLESS OF THEIR AGE. GUESTS SHARING ALCOHOL WITH MINORS WILL RESULT IN THE IMMEDIATE TERMINATION OF YOUR FUNCTION WITH ALL FEES FOR FOOD AND BEVERAGE PREPARED DUE, REGARDLESS OF WHETHER OR NOT THE FOOD/BEVERAGE HAS YET TO BE CONSUMED. SUBMISSION OF YOUR DEPOSIT WILL SERVE AS YOUR ACCEPTANCE OF THESE BOOKING TERMS AND CONDITIONS.

Cash: _____ Check: # _____

For your convenience, you may elect to pay your non-refundable deposit with a credit card. Please fill out the information requested below, along with your authorizing signature. We will process your credit card for the deposit upon our receipt. We will fax or mail a copy of the receipt. As always, please contact us to confirm our receipt of any fax. Thank you!

_____ Date: _____
Cardholder Name (please print)

_____ Account Number

_____ Card Type

_____ Security Code

_____ Expiration Date

_____ Authorizing Signature

PLEASE CHECK ONE:

Please fax a receipt: _____

Please mail a receipt: _____

Fax number: _____

Mailing address: _____
