



## PRIVATE PATIO BAR POLICY AGREEMENT

NAME \_\_\_\_\_

EVENT DATE \_\_\_\_\_

CONTACT # \_\_\_\_\_

EVENT TIME \_\_\_\_\_

EMAIL \_\_\_\_\_

**PLEASE READ CAREFULLY, SIGN, AND RETURN TO CONFIRM YOUR EVENT**

**PLEASE READ CAREFULLY, SIGN, AND RETURN TO CONFIRM YOUR EVENT**

- **A \$100.00 CHARGE** IS DUE WITHIN (3) DAYS OF SCHEDULING THE DATE IN THE FORM OF CASH, CHECK, OR CREDIT CARD IN ORDER TO RESERVE THE OUTDOOR BAR. CHECKS SHOULD BE MADE PAYABLE TO **TRAPPERS PIZZA PUB**. **\*THIS CHARGE DOES NOT COME OFF THE FINAL BILL\***
- THIS BOOKING INCLUDES USE OF THE **PRIVATE PATIO AND PRIVATE BARTENDER FOR 4 HOURS**. **ADDITIONAL HOUR(S) OF THE PRIVATE PATIO BAR AND BARTENDER CAN BE BOOKED AT \$50 PER HOUR.**
- A FINAL DRINK MENU IS DUE **14 DAYS** PRIOR TO YOUR EVENT AND HEADCOUNT IS DUE **14 DAYS** PRIOR TO THE EVENT DATE. **FAILURE TO DO SO MAY RESULT IN A LIMITED MENU.**
- TRAPPERS WILL PROVIDE PAPER PRODUCTS. ANY SPECIALTY DECORATIONS OR TABLE COVERINGS ARE THE RESPONSIBILITY OF THE PERSON(S) THROWING THE EVENT. **NO GLITTER OR CONFETTI** AS IT IS TOO DIFFICULT TO CLEAN UP
- WE WILL REQUIRE A CREDIT CARD ON FILE TO COVER FOR ANY EXCESSIVE CLEANING, DAMAGES, OR LOSS TO THE BUSINESS.
- AN 8% SALES TAX AND 7% ADMINISTRATIVE FEE WILL BE ADDED TO THE TOTAL COST OF THE EVENT. **THE ADMINISTRATIVE FEE WILL NOT BE DISTRIBUTED AS A GRATUITY TO THE STAFF.** TIPS FOR GREAT SERVICE IS ALWAYS APPRECIATED!
- ANY SPECIAL REQUESTS OR ACCOMMODATIONS MUST BE SUBMITTED AT LEAST **2 WEEKS** PRIOR TO YOUR EVENT.
- PLEASE MAIL OR FAX FORM AND DEPOSIT TO:

**Trappers Pizza Pub**  
**ATT: Alex Szlamczynski**  
**5950 Butternut Drive**  
**E. Syracuse, NY 13057**  
**Or FAX: 315-438-4420**

I UNDERSTAND AND AGREE TO THE TERMS SET FORTH IN THIS AGREEMENT

DATE \_\_\_\_\_

(Signature) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

### CREDIT CARD INFORMATION TO KEEP ON FILE:

NAME AS IT APPEARS ON CARD \_\_\_\_\_

CREDIT CARD # \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

SECURITY CODE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ . I, \_\_\_\_\_ AGREE

TO THE ABOVE CREDIT CARD CHARGE & ACKNOWLEDGE THAT THIS CHARGE IS NON-REFUNDABLE/DOES NOT COME OFF MY FINAL BILL.