



The '6 House Publick Room

Event Guidelines

MINIMUMS/MAXIMUMS

A minimum of 25 guests and a maximum of 60 guests are required to book a Pub party in the Publick Room. Should the count drop below 25, we reserve the right to either cancel the party, charge the per plate charge for 25 persons, or at the guest's option, re-locate the group to the main dining room where the party will order from the regular menu.

FEES

A non-refundable \$100.00 deposit is due upon signing the event contract with The '6 House Pub. An additional 50% of the total estimated cost of your function is required 14 days prior to the booked date. The remaining cost of your function, including food, alcoholic beverages, tax, gratuity and any adjustments is due at the conclusion of the event. Due to the increases in the costs of goods, labor or taxes, menu prices will be guaranteed to you 60 days prior to the function.

The price quoted allows the use of The Publick Room for 4 hours. Other arrangements may be made with on a per hour basis, provided that it does not interfere with another function.

The '6 House Pub reserves the right to charge the client for any damages to the facility caused by the client or guests of the client.

Because we are an informal Pub, our flatware is presented in a simple fabric roll up. If tablecloths are requested, there is an additional charge of \$3.00 per table. Custom linens, silver-plated flatware or serving pieces, and crystal are additional.

There is a \$150.00 set up charge for an auxiliary bar in the Publick Room.

GUARANTEES

The menu selections must be finalized by coordinator 14 days prior to the event. The final guaranteed count is due no later than 7 days prior to the event. If for any reason fewer than the guaranteed number of guests appear, The '6 House Pub shall be paid for the guaranteed number of guests. If more than the guaranteed number of guests appear, The '6 House Pub will use its best efforts to adequately serve the additional guests, and will be paid for all additional guests.

All verbal bookings are tentative pending the receipt of a signed agreement, and a \$100.00 deposit.

MENU

The plated entrée options are always available for Pub Parties in the Publick Room only. Midweek, off season, or when the Pub is closed, a custom limited menu may be designed from our regular menu and offered at a Pub Party.

If a buffet service is desired, the maximum number of people drops to 46.

Please be advised that in the best interest of our guests health and welfare, we cannot allow food prepared for event consumption to be brought to or removed from function rooms. The exception is a special event cake.

Due to increases in the cost of goods, labor and taxes, menu prices will be guaranteed to you 60 days prior to your function.

The '6 House Publick Room

ALCOHOL

Because we have an All Premise Liquor License, alcoholic beverages may be enjoyed anywhere on the east side of Route 7. Pongside guests may not cross the public road with alcoholic drinks.

Any bartender reserves the right to refuse to serve any guest who has, in the bartender's opinion, had too much alcohol. No alcoholic beverages nor illegal substances may be brought on property.

MUSIC

Because we are also a restaurant, we reserve the right to limit the decibel level of any music or partying after 5:00 PM, opening time. The musicians or DJ must agree to this beforehand.

FACILITY USE

We shall be happy to rearrange tables for your convenience within the Publick Room only. We cannot remove furniture from the room to accommodate dancing or other activities.

Smoking is permitted outdoors only.

No decorations may be taped, glued, or tacked to our woodwork, wallpaper, or ceiling. Only free floating balloons, self supporting or table supported floral or other decorations may be used.

Any floral decorations, rice, or confetti must be cleaned from both the interior and exterior spaces or a clean-up fee will be charged at a per hour basis.

All guest parking will be on the North side of The '6 House Pub.

All guests must respect the quiet hour of 10:00 PM. All partying must be contained indoors at The '6 House Pub after this time. Windows and doors will remain closed.

All music stops at 11:30 PM and all events finish by 12:00 AM.

There will be no parties or gatherings in the guest rooms or suites.

Client/Clients shall be responsible for and agrees to hold The 1896 House, The '6 House Pub, and its agents, employees and guests harmless from and against any claims, losses or damages to persons or property resulting from or arising out of their negligence or misconduct or that of their guests except to the extent such claims, losses or damages result from the negligence or misconduct of The 1896 House, '6 House Pub, its agents, employees or guests.

I/WE HAVE READ THIS EVENT CONTRACT AND ATTACHED GUIDELINES, AND AGREE TO ABIDE BY THE GUIDELINES AND PAY THE APPROPRIATE FEES.

DATE OF EVENT: _____

TIME OF ARRIVAL: _____

APPROVED BY THE 1896 HOUSE

DATE: _____

Client

Date

Client

Date

Sincerely yours,

Denise Richer
Event Coordinator

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