



The Swinging Door Private Event Agreement

Thank you for your interest in hosting your special event at The Swinging Door. The Swinging Door can host your wedding receptions, business meetings, birthday parties, showers, brunches, luncheons, private dinners, anniversary parties and more.

MENU SELECTION

Please see our **In House Dinner Packages** and **The Beverage List** (following pages) to find complete menu selections for large parties. We ask that you finalize your menu selections at least one week in advance of your event.

We have a **\$2 per person cutting cake fee**. Additional charges may be added for miscellaneous items such as equipment rental, bartender fees and extra linens.

GUARANTEES

The Swinging Door **requires a guaranteed number of guests four days prior to the event**. This number represents the minimum billing and may not be adjusted after that date.

PAYMENT

Unless prior arrangements have been made, **payment is due in full the day of the function**. The Swinging Door accepts cash, company checks and credit cards.

POLICIES & PROCEDURES

* **Hours:** Events can begin no earlier than 7:00 am

* **Deposit:** a deposit is required to reserve - which is fully refunded back to you the evening of your party and deducted off your grand total. See **COST** below for respective deposit amounts.

COST

Room Charge/Deposit:

\$200.00	Dance Hall
\$100.00	New Room for 49 or less
\$75.00	New Room for 50 or more
\$40.00	Party Room

Special weekday meeting prices are available. Please contact us for information – 281-342-4758.

To reserve:

We require a deposit of the room charge which will be taken off the main bill at the end of the event.

PRIVATE ROOM INFORMATION

Party Room

Seats up to 30 guests. There is a room charge of \$40.00 and there must be a minimum of 20 people in your group.

New Room

Seats up to 68 people with private restroom facilities. There is a \$75.00 room charge and there must be a minimum of 50 people. Anything under 50 people there is a \$100.00 room charge. Must have at least 35 people to have the room private.

Dance Hall

Seats up to 275 guests with a private parking lot and a private restroom. There is a \$200.00 room charge and there must be a minimum of 70 people on Friday and 100 people on Saturday January – November. In December there must be a minimum of 100 people on Friday and 150 people on Saturday. The room may be reserved for a maximum of 5 hours.

**** The Swinging Door is normally closed on Mondays and Tuesdays, but will open for 150 or more guests.**

NOTE: This information is subject to change without notice.

Please confirm by telephone – **281-342-4758**

This document was last updated: JUNE 2017



IN HOUSE DINNER PACKAGES

Banquet, Party or Special Event

Meat Selections:

Beef Brisket, Pork Ribs, Chicken, Sausage, and Turkey Breast

Veggie Selections:

Potato Salad, Cole Slaw, Fresh Green Beans, Dirty Rice and Ranch Beans

Meal:

One meat and two veggies

Two meats and two veggies

Three meats and three veggies

Family Style (All Meats, All Sides, and Desserts)

Cost:

\$19.50 a person

\$20.50 a person

\$23.50 a person

\$31.00 a person

Dessert:

Assorted fruit cobbler (no ice cream) can be added to a meal package for \$3.50 + tax per person

All prices include meal, iced tea, and tax.

Please note that we recommend parties over 20 have a set menu.

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THE BEVERAGE LIST

For Restaurant/Dance Hall Use Only

Sodas **\$2.50ea (Restaurant)** **\$2.00 (Dance Hall).**

Restaurant – Fountain drinks (Free Refills): Coke, Diet Coke, Sprite, Dr. Pepper

Dance Hall – NO FREE REFILLS IF PARTY IS IN DANCE HALL

Bottled Sodas **\$2.25 ea. (Restaurant Only)**

(No Free Refills): Swinging Door Root Beer

Tea/Coffee/Lemonade **\$2.50 (Restaurant Only)**

Coffee and lemonade is available in Dance Hall upon request only

Iced Tea and Lemonade (Free Refills)

Hot Regular or Decaffeinated Coffee (Free Refills)

House Wine **\$5.00/glass (Restaurant)** **\$16.00/Bottle**

Canyon Road: Merlot, Cabernet Sauvignon, and Chardonnay

Beringer: White Zinfandel

Premium Wine **\$7.00/glass** **\$22.00/Bottle**

Champagne **\$12.95/bottle**

Draft Beer **\$3.00 Domestic** **\$4.00 Premium**

\$10.00 Domestic/pitcher **\$13.00 Premium/pitcher**

Draft beer is available in *Restaurant Only*: Bud Light, Ziegenbock, Michalob, Saint Arnold Seasonal, Karbach Love Street, and Running Walker IPA

Domestic Bottled Beer **\$3.50 (Restaurant)**

Lone Star, Lone Star Light, Budweiser, Bud Light, Miller Lite, Coors Light.

Premium Bottled Beer **\$4.50 (Restaurant)**

Shiner Bock, Dos Equis, Corona, Michelob Ultra

Please note that on a tab bar 6.25% tax will be added to the beverage total

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DECORATIONS:

We do allow you to decorate up to 30 minutes before your reservation in the restaurant and 5 hours before your party in the dance hall. **We do not allow confetti, glitter or hay in our facilities.** Please let us know if someone is coming to decorate that day. Please note that if you move any tables/chairs/table coverings for your decorating purposes you are required to place back as it was. If you need our staff to assist there will be an additional \$100.00 charge. Unless otherwise discussed all decorations must be removed the evening of your event.

ALCOHOL:

We PROVIDE Beer and Wine only. Wine or Beer consumed for an event must be purchased from the Swinging Door. **You can bring in Bottles of Liquor, however the bottles must be kept away from the bar and you are responsible for serving. You can purchase the "Mixers" from the Swinging Door (orange juice, sprite, coke, tonic, etc.....) for an additional charge.**

Margarita Machine Rental- \$175.00- Serves approx. 75-80 cups which are include in the price. You must provide the Tequila and Triple Sec for the mixture and you will be responsible for serving the margarita's from the machine, our wait staff cannot assist.

The Swinging Door is not responsible for damage or loss of items left in the hall prior to and or following any function. The Host of the function shall reimburse the Swinging Door for any damage, loss, or liability incurred to the Swinging Door by any of the guests or organizations contracted by the Host to provide services or goods, before, during or after the event.

TAX AND GRATUITY

Organizations under tax-exempt status are required to provide their tax ID number. It is at the group's discretion, if they felt they were well served, to give the student staff a cash gratuity at the end of the night.

**** Please note that Gratuity is not included on any of the above pricing****

Thank You and we look forward to having you!

I have read and understand the above regulations for The Swinging Door.

Signature _____ Date _____

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