

The Swinging Door Private Event Agreement

Thank you for your interest in hosting your special event @ 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

Enclosed you will 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 \$200 deposit is required to reserve- which is fully refunded back to you the evening of your party and deducted off your grand total.
- * **Cancellations:** The \$200 deposit is forfeited for cancellations occurring more than 90 days in advance of event; no refund for cancellations occurring within 90 days of event
- * **Contract:** a contract must be signed

COST

\$200.00 Dance Hall
\$75.00 New Room
\$40.00 Party Room

(Special weekday meeting prices are available)

To reserve:

- A contract must be signed
- A valid credit card number filed
- \$200 deposit paid

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 100 or more guests.

CANCELLATIONS:

A cancellation fee of \$75.00 is charged if the booking is cancelled a minimum of 90 days prior to the event. If the booking is cancelled less than 90 days before the event, the entire room rent is non-refundable.

Decorations:

We do allow you to decorate up to 30 minutes before your reservation in the restaurant and 2 hours before your party in the dance hall. **We do not allow confetti, glitter or hay in our facilities.** You do need to let us know if someone is coming to decorate that day.

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" for 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 getting 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.

A credit card is required from the Host regardless of payment method.

The Swinging Door Information and Event Agreement

We reserve the right to charge the credit card for any damage above and beyond the \$200 deposit.

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

For more information please contact our Special Event Specialist-

281-342-4758

information@swingingdoor.com

www.swingingdoor.com

I have read and understand the above regulations of Pine View Resort.

Signature _____ Date _____

NOTE: This information is subject to change without notice.

Please confirm by telephone

This document was last updated: March 2015