

General Function Information and Contract

Thank You for choosing KJ's Restaurant & Pub to host your event. Our Function team and staff will be available to ensure you and your guests enjoy your time at KJ's

Please Feel Free to Contact Us Regarding your Function at Anytime
Christine Gullison 1-401-864-6103 KJ's: 401-848-9991
CFGullison@gmail.com

The information contained on this page is intended to guide in the planning of your special event. Due to seasonal fluctuations in business volume, and our desire to accommodate your specific requests, prices are quoted individually per event. Some general information is listed below.

- **Reserving the Date:** A non-refundable deposit of \$300 is required to guarantee the date requested for your event. The deposit will be applied to our setup and breakdown service for your event. All reservations booked are tentative until a contract is signed and the required deposit is received. Also, 50% of your function total is due two weeks prior to your function.
- **Menu Selections:** To insure availability and freshness of ingredients, selections must be submitted to KJ's at least 14 days prior to your event. Due to quality and safety concerns, your buffet selections can only be left out for an hour and a half maximum. *Doggie bags are not permitted.* The Platted Entrée Selection must be pre-order with an exact count of each entrée selection 10 days in advance. There will be a Fee of \$200.00 for not complying with the required deadlines (due to minimum vender order fees)
- **Charges and fees:** All prices are subject to 20% service charge. A 7% RI Sales Tax and 1% Local Meals & Beverage Tax will be added to your total bill. Additional services charges maybe applied for servers and/or bartenders. The details of this can be explained by your Function Manager.
- **Guaranteed Number of Guests:** An exact count of the number of attendees is required fourteen days prior to your event and is the minimum number that you will be charged for your function.
- **Decorations:** Any displays or decorations are subject to the approval of KJ's Management. Prior arrangements must be made for an agreed upon time for decorating. No confetti please.
- **Food** No food or beverage of any kind will be supplied, sold or served by anyone other than the KJ's Pub & Restaurant staff. (Exception may be made for cakes upon request; a plate charge of \$20.00 will be applied). No food or beverage prepared by KJ's Pub & Restaurant is allowed to leave the facility.
- **Beverages:** KJ's reserves the right to limit and control alcoholic beverages consumed by all guests. All guests consuming alcoholic beverages must be 21 years of age and be able to provide a valid ID upon request. There will be no alcoholic beverages served after 12:30 am. There is to be no alcoholic beverages taken outside the building.

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- **Liability:** KJ's reserves the right to inspect and control all private functions. Liability for damage to the premises or equipment will be charged accordingly. We cannot assume responsibility for personal property and equipment brought onto the premises.
- **Entertainment:** Any and all outside entertainment must be discussed and approved by KJ's Management to ensure that it is within the terms of our entertainment license. KJ's reserves the right to control the volume provided by the entertainment. Outside entertainer must contact KJ's Management 2 weeks prior to the event to discuss set up needs and equipment.
- **Rental and Service Charges:** Our Rooms are available for your function for 2 hours and can be Private or Semi Private depending on the number of expected guests. Room rental fees and service staff fees may apply. Please consult with function coordinator for further information. We reserve the right to make room arrangement changes should the expected number of guest changes.
- Food and beverage minimums will be required for Private Functions and will vary depending on Day of function and Season. This can be discussed with your Function Manager.
- Floral decorations are available and will be charged accordingly.
- **Promotions:** Any discount programs or promotions provided by KJ's will not be available for private functions

I have read and understand all the above provisions:

Signature

Date

Phone Number

Email

Function Date and Time

Deposit Received (Cash, Check or Credit Card) in the amount of _____ by (KJ's Staff)

Please feel free to add any Special Comments and/or Requests regarding your Function