

Prepared By:	
Date:	

Pitt Boss BBQ & Gamers Lounge
Catering / Event Order
2077 Elm Road
Warren, Ohio 44483
thepittbossbbqgl.com
thepittbossbbqgl@gmail.com
330-469-6929



EVENT NAME:		EVENT DATE:	
EVENT TIME:	am/pm to am/pm	SETUP TIME:	am/pm
FOOD START TIME:		DÉCOR TIME:	
CLIENT NAME:		TAX STATUS:	If exempt, letter received?
BILLING ADDRESS:			
MAIN CONTACT NAME:	email:	Phone:	
ALTERNATIVE CONTACT:	email:	Phone:	
TYPE OF EVENT:	<input type="checkbox"/> Reception. <input type="checkbox"/> Surprise party <input type="checkbox"/> Dinner. <input type="checkbox"/> Business meeting w/ refreshments <input type="checkbox"/> Picnic/BBQ <input type="checkbox"/> Business meeting w/ meal Describe: Type of Service: (table, buffet, other) – describe: Alcoholic Beverage Service (cash bar, open bar, cork fee) – describe:		
NUMBER OF GUESTS:			
** MENU **			
DESCRIPTION	EST. SERVINGS OF PRODUCT	QUANTITY TO ORDER	EST. COST
HORS D'OEUVRES			
MAIN DISHES			

DESCRIPTION	EST. SERVINGS OF PRODUCT	QUANTITY TO ORDER	EST. COST
SIDE DISHES			
ROLLS/BREAD			
DESSERTS			
NON-ALCOHOLIC BEVERAGES			
ADD-ON ITEMS			
ESTIMATED FOOD, NON-ALCOHOLIC BEVERAGES & ADD-ON ITEM COST			\$
** ALCOHOLIC BEVERAGES **			
DESCRIPTION	EST. SERVINGS OF PRODUCT	QUANTITY TO ORDER	EST. COST
ESTIMATED ALCOHOLIC BEVERAGE COST			\$

** EQUIPMENT **				
DESCRIPTION	QUANTITY	IN STOCK	RENT OR PURCHASE	COST
Plates				
Plasticware				
Cups				
Napkins				
Linen				
Tables				
Chairs				
Beverage dispensers				
Punch bowls				
Coffee maker				
Dip trays				
Hot food containers				
Carving knives				
Serving spoons				
Serving forks				
Ladles				
Ice caddie				
Pastry cart				
Serving trays				
ESTIMATED EQUIPMENT COST				\$
FEES (\$100 reservation, \$50 security, \$25 set up)				\$175.00
GRATUITY (18 to 20%)				\$
TAX (6.75%)				\$
TOTAL COST				\$
<u>ADDITIONAL DETAILS AND SET UP</u>				

POLICIES & PROCEDURES

VENUE RESERVATION FEE

The venue reservation fee is \$100 and due at the time of booking the event in order to secure the date. This fee will be applied to the final bill. If the event is cancelled more than 7 days before the event, 50% of the reservation fee will be refunded (i.e. \$50.00). If the event is cancelled less than 7 days before the event, there will be NO refund.

SECURITY DEPOSIT/DAMAGES

The Pitt Boss BBQ & Gamers Lounge requires a \$50 security deposit to be applied to any damages that may occur during the event. This fee will be returned at the end of the event if there are no damages. If there are damages that are not covered by this fee, a separate bill will be issued.

SET UP FEE

A \$25.00 set-up fee will be charged for all events.

GRATUITY/TAX

A standard 18% gratuity will automatically be added to the total cost of the event. If you prefer an assigned host/hostess for the entire party, a 20% gratuity will be added to the bill. The appropriate OH tax will be applied unless the organization is tax-exempt. A tax ID number must be provided.

PARTY HOURS

All party events are reserved for 3 hours unless otherwise agreed upon. A fee of \$25 per additional hour will be applied. A late arrival will not extend the event end time.

GUEST MINIMUM (*See COVID-19 Precautions)

To reserve the party section, there must be a minimum of 20 guests and maximum of 30 guests. To extend the party section for up to 48 guests, a \$25 fee will be applied. Parties over 48 guests must be approved by the owner and an additional fee may apply.

DECORATIONS

Decorations are allowed and a time for decorating before the event can be arranged. Decorations cannot be attached to wall surfaces, ceilings or windows. Decorations cannot be applied to the front entryway or door. Special lighting must be approved. Fog machines are prohibited.

FINAL MENU ORDER/FINAL GUEST COUNT

The final menu order and guest count must be received 7 days prior to the event. Menu and beverage selections can be made (and are encouraged) at the time of reserving the date. A change in guest count may incur an additional fee due to set-up and food changes (if applicable). If the event is reserved less than 7 days before the party, the final menu order and guest count must be received at the time of reservation.

FINAL PAYMENT

Final payment must be received 1 week prior to the event. **Additional cost incurred during the event must be paid upon completion of the event.** Payment options include cash or credit card. If the event is less than 7 days before the party, final payment must be received at the time of reservation.

OUTSIDE FOOD/BEVERAGES

No outside food, drinks or alcohol is allowed except for celebratory cakes, cupcakes or cookies. Exceptions to this rule must be received from the owner.

SMOKING

The Pitt Boss BBQ & Gamers Lounge restaurant is a non-smoking establishment according to Ohio state law. No smoking is allowed inside or in front of the restaurant.

FURNITURE

No furniture is allowed to be removed from the restaurant or taken outside.

MUSIC

All music is provided through the restaurant juke box. Cash or credit card can be used for music selections if you choose to change the music that may be playing. No explicit music selections are allowed. Special music requests such as a DJ, singers, band, etc. must be approved by the owner.

LIQUOR

The Pitt Boss BBQ & Gamers Lounge follows state liquor laws and under no circumstances will anyone under the age of 21 be served alcohol. No one under the age of 21 is allowed to drink or share alcoholic beverages. Any infractions to this rule will result in immediate removal from the restaurant.

GAMES/ENTERTAINMENT

Board games, chess, checkers, and playing cards are available for use. Pool tables are available for use that cost \$1.00 per game (requires coins).

GAME ROOM

See separate Game Room policy.

COVID-19 RESTRICTIONS

***All parties must be a minimum of 20 and maximum of 28.**

Guests must sit together in groups of 10 or less.

Guests must wear masks at all times except when actively eating or drinking.

Guests must adhere to social distancing precautions.

I have read the event order and acknowledge and approve of the details listed above.

Guest Printed Name: _____

Guest Signature: _____

Restaurant Owner Signature: _____

Date: _____