



## Wood-n-Tap Orange Private Event Agreement

**Deposit-** A \$100.00 per-room deposit will be collected at the time of reservation to secure date and room. The total amount of deposit will be deducted from the final bill.

**Cancellation by Guest-** All event deposits will be returned to you in full if you cancel your event at least 30 days in advance. If you do not cancel your event at least 30 days in advance, all room deposits will be forfeited.

**Timeline-** You are booking a 3 hour event at the Wood-n-Tap. We request that you make a conscious effort to adhere to that timeline so that we may keep our commitments to later events and guests. If the room is available to rent for an additional amount of time, you will be charged \$100.00 per hour for room usage.

**Final Guest Count-** A final guest count is due 5 days prior to the event date. If you need to *increase* your guest count within 5 days of your event date, the Wood-n-Tap will make every effort to accommodate your request. You will be financially responsible for any guest(s) arriving in addition to final guest count. The final guest count is considered a guarantee and is not subject to reduction. Please reference the various party packages for minimum guest count.

**Toddlers and Children-** For any of the food packages that are priced per-person, with the exception of the *Chefto Table Sit Down*, toddlers under the age of 5 will not be charged. Children ages 6-12 will be charged half-price, unless special order meals are requested.

**Taxes & Service Charges-** The current CT sales tax plus an 18% gratuity will be added to the final bill.

**Final Payment-** The final payment for your event will be due the day of your event. The Wood-n-Tap accepts cash or any major credit card as payment. No personal checks will be accepted.

**Leftovers-** Due to Health Department codes, the Wood-n-Tap is unable to offer containers to pack remaining food for any of the buffet or platter packages. The safety and health of all guests is our priority.

**Rentals-** Some packages include the use of AV equipment and table linens. If you have chosen a package that does not include such items, and you would like to rent them, additional fees may apply.

**Outside Entertainment -** If you choose to bring in any outside entertainment, it is your responsibility to schedule all arrangements. You are financially responsible for said entertainment.

Wood-n-Tap reserves the right to determine the volume level.

Please refrain from playing music with profanity in it.

**Damages-** The staff at the Wood-n-Tap reserve the right to oversee private events. In the event damages are incurred to Wood-n-Tap property during your event, by yourself or any of your guests, you will be financially liable and responsible for any reparations.

Each guest is expected to comply with the laws of the state of Connecticut.

*Private Event Agreement continued on next page.....*



## Private Event Agreement - *Continued*

The Event Agreement will be considered valid once both parties have signed below. It is the understanding of the Wood-n-Tap that you are empowered by yourself or a specific organization to make such arrangements and are financially able to meet the needs of the Event arrangements you have selected. A signature delivered via facsimile or electronic means will be considered binding for both parties. Please remember to keep a copy of this agreement for your own records.

Today's Date _____	Date of Event _____
Package Selected _____	# of Guests _____
Name of Organization or Company (If Applicable) _____	
Guest Title (If affiliated with specific organization) _____	
<b>Guest's signature</b> _____	
<b>Guest's name printed</b> _____	
Guest email: _____	
Guest Phone(s): _____	
Guest Address: _____ _____ _____	
Wood-n-Tap Representative's name printed _____	
Wood-n-Tap Representative's signature _____	
Required Event Deposit \$ _____	
Means of Deposit -- Credit Card (type) _____	



# Credit Card Authorization Form

PLEASE PRINT OUT AND COMPLETE THIS AUTHORIZATION AND RETURN TO US.  
All information will remain confidential.

Card Holders Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_

Credit Card Type: \_\_\_\_\_ Visa \_\_\_\_\_ Mastercard \_\_\_\_\_ Discover \_\_\_\_\_ AMEX

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Card Identification # (SIC Code): \_\_\_\_\_  
(Last 3 digits located on the back of the credit card)

Amount to Charge: \$ \_\_\_\_\_ (USD)

I authorize **Wood-n-Tap** to charge the agreed amount listed above to my credit card provided herein. I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement.

Cardholder – Print Name, Sign & Date Below:

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Name: \_\_\_\_\_

**Once Signed return completed form to:**

**Wood-n-Tap (Orange)**  
311 Boston Post Rd.,  
Orange, CT 06477  
Phone: 203-799-9663  
Fax # : 203-891-8510  
Email: [wntOrange@wntus.com](mailto:wntOrange@wntus.com)