

# Freemason Abbey Large Party Agreement – Tour Groups

1. Due to the demand for large groups of diners – Freemason Abbey will allot 2 hours for dining.
2. Confirmation will be made when Freemason Abbey receives a \$100.00 deposit and a signed agreement form.
3. The deposit can be either applied to the final bill or refunded back to you at the conclusion of the event.
4. If a cancellation is made with proper notice of 72 hours or more in advance – the \$100.00 deposit will be refunded back to you.
5. Acceptable methods of payment for the deposit are cash, approved company check, or credit card.
6. A final head count for a group must be confirmed no later than 72 hours before the time of the actual reservation.
7. For parties over 20 guests, it is required that your party order off one of our Group Menus. Group Menu decisions must be communicated to Freemason Abbey no later than 72 hours in advance.
8. Entrée orders must be taken within 30 minutes of the reservation start time. It will be the managers discretion to decide if we can accommodate guests that want to order any later than 30 minutes after the reservation start time.
9. Speeches are not allowed in the dining room unless approved by the manager. Please inform Freemason Abbey of any requests to make a speech or a presentation in advance. We will do our best to accommodate your request. Arrangements must be made with at least 24 hours notice.
10. Under some special circumstances, split checks will be accommodated. If Freemason Abbey accepts the responsibility of splitting checks it must be known no later than 72 hours before the time of the reservation. Be advised that cashing out split check parties will take much longer than parties with one check.
11. You will be charged a minimum of 80% of the confirmed head count for group menus. For groups that are responsible for their own meals – if less than 80% of the number confirmed show - the \$100.00 deposit will be forfeited.
12. Freemason Abbey’s policy is to hold contracted reservations for up to 30 minutes past the scheduled reservation time if no one has contacted the restaurant. (Caution: if a party is more than 30 minutes later than the confirmed time, it will be up to the restaurant’s discretion as to whether your party can be accommodated.)
13. Final payment is due at the conclusion of the event.
14. If payment is made with a pre-written check and the amount on the check is greater than the final bill, Freemason Abbey cannot offer a refund.
15. Freemason Abbey offers one comp meal for every 25 paying guests
16. Freemason Abbey has very limited space for standing or mingling, groups are not allowed to stand or linger in walkways. Groups of 12 or more are not encouraged in the bar area, they are required to be seated in the dining room at their tables and receive service from their servers.
17. Freemason Abbey does not allow any personal food or beverage items to be brought into the restaurant. This includes all celebration cakes. Special arrangements can be made ahead should you wish to bring your own cake, in which case a \$2.00 per person cake fee will be charged. Arrangements must be made with at least 24 hours notice.
18. We allow guests to arrive no more than 15 minutes prior to their reservation to decorate the space. We allow any decorations except glitter or confetti.
19. Freemason Abbey does not have any private dining rooms, all surrounding tables will be open to the public.
20. Freemason Abbey will block space for the number of guests included in the final guest count. All guests must be seated at tables predetermined by Freemason Abbey. Any surrounding tables are open to the public and cannot be utilized for the party unless other arrangements are approved by a manager at least 72 hours in advance.
21. Freemason Abbey does not have any bus parking, a map indicating the bus parking will be provided with confirmation of reservation. Bus Parking must be communicated to the bus driver before arrival, there will be no Freemason Abbey employee available to instruct bus drivers or tour guides with directions at the time of the reservation.

I have read and agree to the provisions that Freemason Abbey Restaurant has outlined in this agreement concerning my large party reservation.

Date of Reservation: ____/____/____		Guest Count: ____	Time of Reservation: ____ to ____
# of Checks: ____	Capable of using stairs?: ____	# of Comps: <b>One per every 25 paying guest</b>	
Menu Choice: _____		Additional Courses?: _____	
Alcohol included?: _____		Additional notes: _____	

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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