



# *Catering ~ Party Planning Kit*



COMING SOON!

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

Catering Planner: \_\_\_\_\_

Day and Date of Catered Event: \_\_\_\_\_



# Catering Facilities

## THE ROOMS

We offer the following party rooms:

### The Main Floor

No Rental Fee up to 50 people

An event on The Main Floor allows you and your friends to experience all that Barley House has to offer. Don't miss a moment of the atmosphere as your party enjoys perfect Irish hospitality and fast friendly service. A banner acknowledging your presence adds to the experience. The Main Floor allows access to a walk out patio and state of the art flat screen LCD TVs for all your visual needs. We carry satellite cable signal with all the great channels for viewing virtually any sports event and best of all YOU control what is showing! The Main Floor is perfect for any business party or a gathering for family and friends! This event can casually hold approx. 20- 300 people.

### The Back Patio

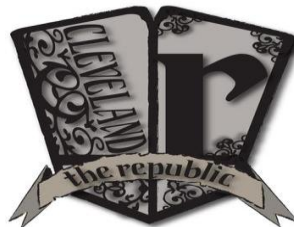
Rental Fee : \$150

The Loch, although limited to summer and fall months, is perfect for an outdoor gathering that can casually seat up to 30 - 50 people. This area can be used to host anything including; a business meeting, bachelor or bachelorette party, a retirement or going away party. The patio features, not only our unbeatable Irish hospitality, but also the sounds and excitement of the Warehouse District from a secluded outdoor bar. This area includes

### The Side Patio

Rental Fee : \$150

The West 6th Patio is perfect for an outdoor gathering that can casually seat up to 30-50 people. This area can be used to host anything including; a business meeting, a wedding rehearsal, or a semi-private dinner or lunch. The patio features, not only our unbeatable Irish hospitality, but also the sites, sounds, and excitement of the Warehouse District.



### The REPUBLIC (COMING SOON!)

Rental Fee : \$500

Our Exclusive Vegas- style Club is available Monday thru Thursday for private events. This wide open space is perfect for wedding rehearsals, birthday parties, dinner parties, etc. Complete with exclusive bar service and VIP service, let us help you throw the party of a life time by helping you book a DJ, karaoke or Live band for your event. You and your 50 - 100 friends will never forget the royal treatment here at The Republic.

## The Service

**THIS ROOM WILL NOT BE AVAILABLE UNTIL FALL 2011**

We provide your party full service in any area of our facility. During your allotted period, our assigned serving and bartending staff will provide full attention and quality service exclusively for your group. Depending upon your party size the staff assigned to your party may vary, this will be worked out between you and your Catering Coordinator.



# Buffet Style Meals

## "Per Person"

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

### Appetizers

Choose three of the following at \$8.95 per person or choose four of the following at \$9.95 per person:

- |   |  |
|---|--|
| <input type="checkbox"/> Reuben Eggrolls          | <input type="checkbox"/> Homemade Potato Skins             |
| <input type="checkbox"/> Irish Pita Nachos        | <input type="checkbox"/> Pizza                             |
| <input type="checkbox"/> Battered Chicken Tenders | <input type="checkbox"/> Pretzel Wedges                    |
| <input type="checkbox"/> Buffalo Chips & Dip      | <input type="checkbox"/> Half Sandwich (Cold Variety)      |
| <input type="checkbox"/> Wings (1-2 Flavors)      | <input type="checkbox"/> Garlic Cheese Stuffed Breadsticks |

### "Add On" Sides

Choose any of the following hot or cold "add on" apps and add \$1.99 per person for each:

- |   |   |
|---|---|
| <input type="checkbox"/> Waffle Fries                   | <input type="checkbox"/> Veggies and Dip    |
| <input type="checkbox"/> Soup: Chx Noodle or Loaded Pot | <input type="checkbox"/> Homestyle Coleslaw |
| <input type="checkbox"/> Sweet Potato Wedges            | <input type="checkbox"/> Fresh Fruit        |
| <input type="checkbox"/> Ceasar Salad                   | <input type="checkbox"/> House Salad        |

### Entrees

Choose 2 entrée's. Each entrée includes three side dishes to be chosen from the list of sides, below. Priced at \$23.95 per person:

- |  |  |
|--|--|
| <input type="checkbox"/> Chicken Fettucini Alfredo | <input type="checkbox"/> Smothered Chicken |
| <input type="checkbox"/> Corned Beef               | <input type="checkbox"/> Broiled Salmon    |
| <input type="checkbox"/> Penne Marinara w/ Sausage | <input type="checkbox"/> Stuffed Cabbage   |

### Side Dishes

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Sweet Potato Wedges          | <input type="checkbox"/> Rice         |
| <input type="checkbox"/> Waffle Fries                 | <input type="checkbox"/> Vegetables   |
| <input type="checkbox"/> Coleslaw                     | <input type="checkbox"/> House Salad  |
| <input type="checkbox"/> Fruit (an additional \$1.00) | <input type="checkbox"/> Caesar salad |



# Dine in Catering Selections

## "By the Pan"

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

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

### Appetizers

*These items can be purchased in half or full pan portions: Check Box. Mark Quantity. Circle Pan Size*

*(1/2 Pan Serves 10-12 ppl & a Full Pan Serves 20-24 ppl)*

- |   |  |
|---|--|
| <input type="checkbox"/> Reuben Eggrolls____<br>1/2 Pan \$24.99 Full Pan \$44.99          | <input type="checkbox"/> Homemade Potato Skins____<br>1/2 Pan \$24.99 Full Pan \$44.99             |
| <input type="checkbox"/> Irish Pita Nachos____<br>1/2 Pan \$24.99 Full Pan \$44.99        | <input type="checkbox"/> Pizza (One Topping)____<br>1/2 Pan \$19.99 Full Pan \$36.99               |
| <input type="checkbox"/> Battered Chicken Tenders____<br>1/2 Pan \$29.99 Full Pan \$54.99 | <input type="checkbox"/> Pretzel Wedges____<br>1/2 Pan \$24.99 Full Pan \$44.99                    |
| <input type="checkbox"/> Buffalo Chip & Dip____<br>1/2 Pan \$19.99 Full Pan \$36.99       | <input type="checkbox"/> Garlic Cheese Stuffed Breadsticks____<br>1/2 Pan \$19.99 Full Pan \$36.99 |
| <input type="checkbox"/> Wings (1-2 Flavors)____<br>1/2 Pan \$29.99 Full Pan \$54.99      | <input type="checkbox"/> Half Sandwich (Cold Variety)____<br>1/2 Pan \$29.99 Full Pan \$57.99      |

### "Add On" Sides

*These items can be purchased in half or full pan portions: Check Box. Mark Quantity. Circle Pan Size*

*(1/2 Pan Serves 10-12 ppl & a Full Pan Serves 20-24 ppl)*

- |   |  |
|---|--|
| <input type="checkbox"/> Waffle Fries____<br>1/2 pan \$19.99 Full Pan \$36.99                   | <input type="checkbox"/> Sweet Potato Wedges____<br>1/2 pan \$19.99 Full Pan \$36.99 |
| <input type="checkbox"/> Mixed Veggies<br>1/2 pan \$19.99 Full Pan \$36.99                      | <input type="checkbox"/> Homestyle Coleslaw____<br>1/2 pan \$19.99 Full Pan \$36.99  |
| <input type="checkbox"/> Soup: Chx Noodle___ Loaded Pot____<br>1/2 pan \$19.99 Full Pan \$36.99 | <input type="checkbox"/> House Salad____<br>1/2 pan \$19.99 Full Pan \$36.99         |
| <input type="checkbox"/> Veggie Tray<br>1 Platter \$27.99                                       | <input type="checkbox"/> Fruit Tray<br>1 Platter \$32.99                             |

### Entrees

*These items can be purchased in half or full pan portions: Check Box. Mark Quantity. Circle Pan Size*

*(1/2 Pan Serves 10-12 ppl & a Full Pan Serves 20-24 ppl)*

- |  |  |
|--|--|
| <input type="checkbox"/> Chicken Fettucini Alfredo____<br>1/2 Pan \$39.99 Full Pan \$64.99 | <input type="checkbox"/> Smothered Chicken<br>1/2 Pan \$39.99 Full Pan \$64.99 |
| <input type="checkbox"/> Corned Beef____<br>1/2 Pan \$49.99 Full Pan \$74.99               | <input type="checkbox"/> Broiled Salmon<br>1/2 Pan \$44.99 Full Pan \$84.99    |
| <input type="checkbox"/> Penne Marinara w/ Sausage<br>1/2 Pan \$26.99 Full Pan \$39.99     | <input type="checkbox"/> Stuffed Cabbage<br>1/2 Pan \$59.99 Full Pan \$99.99   |



# Beverage Package Options

(Prices per Hour, all packages are a 2-hour minimum)

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

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

**Non-Alcohol Package (\$3.00 per Person)**

Soda, juice, coffee, and tea

**Beer, Wine, and Soda Package (\$8.00 per Person)**

Domestic Beer, house wine, and soda

**House Brand Package (\$10.00 per Person)**

Well liquor, domestic beer, house wine, and soda (no shots or specialty drinks)

**Call Brand Package (\$12.00 per Person)**

Call brand liquor (Absolut, Bacardi, Tanqueray, Jose Cuervo, etc.), domestic & imported beer, house wine, and soda (no shots or specialty drinks)

**Premium Brand Package (\$14.00 per Person)**

Premium brand liquor (Grey Goose, Patron, Crown Royale, etc.), domestic & imported beer, house wine, and soda (no shots or specialty drinks, some other exceptions apply)

## Additional Options

**Cash Bar Option**

Each individual guest pays for their own drink as it is ordered or you can do one tab

Individuals on their own

One Tab

**Table Tap Package (\$11.00 Per Person)**

Always wish you could pour your own draft beers at the table? Now you can!

One domestic option and one craft option is always on tap right at the table

Can change out the draft options for a \$25 keg change fee per tap tower



Tax and 18% Gratuity Not Included in Pricing  
Prices are **per Hour**, all packages are a 2-hour minimum



# Event Agreement Form



Reserving a Party Room at Barley House is as **EASY** as 1 - 2 - 3!

- 1 Read over the terms of the Room Agreement, *below*, and sign that you agree to the terms.
- 2 Provide us with a \$100.00 Non-refundable security desposit to reserve the room.
- 3 We will provide you with a Barley House Catering Planner who will work with you to help plan your catered event with us.

## ROOM AGREEMENT AND TERMS OF USE

### Security Deposit:

A **\$100.00 security deposit** is required to reserve the room. In the event of cancellation, the security deposit will be forfeited, if within 48 hours of event.

### Room Use:

In signing below you agree that for the duration of your event at Barley House, you and your guests will **use the room in an ordinary and safe manner**. The BH has the final say as to room usage. You must leave the room in the same condition it was before arrival and you may be charged for any additional damages to the property in excess of the deposit amount.

Barley House reserves the right under the general rules of hospitality law to refuse to serve an individual who is clearly intoxicated regardless of drink tickets. In addition, your reservation and our confirmation of such is merely a license to use the premises for the time allotted and can be revoked by Barley House at any time for reasons including, but not limited to: a disruptive party or guest interfering with other guests' enjoyment and use of the premises, a guest committing a illegal operation or conduct while using the facility, a fire hazard or other emergency prevents Barley House from safely renting out said premises.

Guests may decorate the party room as they feel appropriate as long as it is reasonable, does not damage Barley House property, and does not create a fire or safety hazard. You must remove all decorations at the end of your event.

### Final guest count:

Final guest count and menu selections should be given with at **least 3 - 5 day notice**. Barley House is not responsible for guests who fail to show.

### Cancellations:

Cancellations must be made a minimum of **24 hours in advance** of event start time. A cancellation is not effective until it is directly communicated to the catering coordinator or agent thereof either written or oral. Should a cancellation not be made in a timely or effective manner, you may be subject to the full contract price of the room rental, labor costs associated with setup and take down, and the cost of food prepared for your event.

### Party Checks:

Barley House will issue one guest check per party with sales tax and an automatic gratuity of 18% included in your bill. We accept cash, or major credit cards.

**\* My signature certifies that I have read, and fully understand, the terms of this agreement.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ \* Date: \_\_\_\_\_



# Catering Event Request Form

## Catered Event Information

Day: M T W Th F Sat Sun  
(circle one)

Date: \_\_\_/\_\_\_/\_\_\_ \*

\*Note to customers: No date requested is accepted until approved by the General Manager who will sign below and confirm the date with you.

Time your event will begin: \_\_\_ : \_\_\_ AM PM

Time your event will end: \_\_\_ : \_\_\_ AM PM

Number of Guests: \_\_\_\_\_ (please note: some of the services may require a guest minimum. Please check with one of our Catering Planners to discuss the various plans offered.)

## Customer Information

### Primary contact

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Company Name (if any): \_\_\_\_\_

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

Primary Phone: ( ) \_\_\_\_\_ Secondary Phone: ( ) \_\_\_\_\_

### Alternate contact

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Primary phone: ( ) \_\_\_\_\_ Secondary Phone: ( ) \_\_\_\_\_

## Method of Payment

Cash

Credit Card (circle one): VISA MC AMEX DISCOV

Card Number: [ ][ ][ ][ ] - [ ][ ][ ][ ] - [ ][ ][ ][ ] - [ ][ ][ ][ ]

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

## FOR OFFICE USE ONLY

### Step 1

Date requested available and approved by:

\_\_\_\_\_  
Approving manager signature

### Step 2

Date reservation confirmed to customer via phone:

By Whom: \_\_\_\_\_

(print and sign above)

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

