

January 19, 2018

## **The Annex at 17<sup>th</sup> Street**

214 N. 17<sup>th</sup> Street Murphysboro, Illinois 62966

We offer excellent food and superb space for your next event. We are capable of hosting celebrations of any size. In addition to our award-winning barbecue, we have created special menu items sure to wow your guests. Our service staff will expertly serve your guests and provide an atmosphere filled with warm and gracious hospitality.

Party planning and decorating suggestions available upon request.

### **Just a Few Details Regarding Our Space**

We have arranged The Annex for optimal traffic flow and comfort. Should you wish for another arrangement, an additional \$100 fee will apply.

If the room is not rented the day prior to your event, you are welcome to come in during our normal business hours of 8:00 am to 4:00 pm and decorate on that day at no extra charge.

**Please make these arrangements in advance.**

The Annex is yours from 8:00 am to midnight on the day of your event. You may start decorating and preparing for your party at 8:00 am. You may take your decorations and belongings with you when your party is finished or you can make arrangements to retrieve your items during our normal business hours. Please move all items to the front of the room as our cleaning crew comes in early each morning and will need to thoroughly clean the room.

Please take your gifts with you when your event is finished. We cannot be responsible for gifts left overnight.

### **Venue**

#### **The Annex**

Can accommodate up to 100 people. Price listed is for room fee only. There is an additional minimum food order of \$300.

\$100 fee, regardless of event size. Plus Tax.

Room fee will be \$300 if no meal is ordered and space is used for a meeting purpose only.

\$200 refundable damage deposit {Please write a separate check} is due the day before the event. After we've cleaned and inspected the room and have determined there is no damage, we will write VOID on the check and mail it back to you. **Room rental fee plus tax and signed contract is required to reserve our facilities.**

We will give a full refund of your room rental up to 90 days in advance if cancelled.

### **Service Details**

Our full-service meal presentation includes food service, china, flatware, and all clean-up. Buffet set-up and service is included in our food prices. For seated dinners, please add \$1 per person.

All menus are subject to an 18% gratuity charge and any state taxes that apply.

### **Liquor and Bar Service**

All liquor must be purchased through 17<sup>th</sup> Street. We can provide a price list upon request. We also have vendors who will come in and do wine tastings. Absolutely **NO OUTSIDE** liquor, beer, or wine is allowed.

We do offer bartender services in The Annex: \$50 fee for a bartender. This fee does not include gratuity for a cash bar; 15% gratuity added for an open bar. If there is any addition to your bar tab we ask that you take care of it with the bartender at the end of the night.

We reserve the right to terminate serving alcohol at any time during the event. We reserve the right to refuse services to **any person(s) deemed unsafe or who are underage**. All state and local laws are in effect and will be enforced at our venue. Our policy is last call at midnight.

### **Linens**

We offer linen rentals for your event. Tablecloths at \$5 each, napkins \$0.50 each, table skirts \$10 each, and white chair covers \$5 each.

### **Decorations**

There are many creative ways to decorate for your event. We do, however, want to maintain the beauty of our facility. Kindly discuss your decorating ideas with us. Please respect the following guidelines when planning your decorations:

- Please do not hang anything from the black ceiling, light fixtures, or fans.
- You **MAY NOT** use decorating putty on the walls in The Annex. Please do not use tape, glue, thumbtacks, nails, or other adhesive materials to hang or attach decorations.
- Please, no glitter or confetti on the tables or decorations.
- Decorations that require flame or water must be approved by our catering staff. Candles must be in approved containers.
- We have two easels you may borrow for display purposes.
- Please, do not stand on tables or chairs to decorate. We will provide a ladder.
- You will be responsible for any and all damage caused as stated in the lease agreement.

### **Wedding Cake**

We would be happy to recommend local wedding cake specialists. Most people designate a person to cut and serve their cake. If you would like one of our staff members to cut and serve your cake, there will be an additional \$25 fee. Arrangements for cake cutting needs to be made prior to the event.

### **Cancellations**

We will gladly refund your full room charge up to 90 days prior to your event.

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**Terms & Conditions**

Organizations and/or individuals requesting the use of the 17<sup>th</sup> Street Warehouse facilities accept full responsibility for any/all damages to the facility and/or equipment during its use. Renters will adhere to all policies and regulations pertaining to The Annex at The Warehouse. Renters also insure and accept the financial obligation by 17<sup>th</sup> Street for any injury sustained while using said facility. 17<sup>th</sup> Street is not responsible for lost, stolen, or misplaced property. Any items left behind will be held for two weeks and then disposed of.

We are delighted that you have contracted The Annex at The Warehouse at 17<sup>th</sup> Street to cater your event. You are contracting The Annex at The Warehouse at 17<sup>th</sup> Street to feed a specific number of people. The amount of food we prepare will vary and we will always make sure we have plenty of food to feed the number of people who attend. Excess food is owned by The Warehouse at 17<sup>th</sup> Street and Health Department food safety and handling rules prohibit us from releasing leftover food from the building. If we do release remaining food, your signature below releases us from any liability or sickness that may result from mishandling the food once it's left our property.

All food served at The Annex is prepared in our licensed and inspected catering kitchen by our trained staff. Some guests like to bring a cake, baked goods, or some other family specialty to add to the buffet. Please discuss and make these arrangements with us well in advance. To protect 17<sup>th</sup> Street Bar & Grill, The Warehouse, and our staff from any future liability, we will take a portion of that item and keep it in our freezer for Health Department use and inspection should someone become ill. By signing the document, you agree to follow the parameters set forth above and you certify that you are assuming all risk and liability should you bring in food items that are not prepared by 17<sup>th</sup> Street staff in our licensed and inspected kitchen.

I agree to the terms and conditions outlined in this document.

\_\_\_\_\_ Printed Name  
\_\_\_\_\_ Signature  
\_\_\_\_\_ Date

Date of Event \_\_\_\_\_

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17th Street Bar and Grill

Date