



# Old Stone Inn

## RESTAURANT

6905 Shelbyville Road • Simpsonville • KY • 40067 • Ph. 502.722.8200 • Fax 502.722.8208

### *Private Event Contract*

1). *Contract and Deposit:*

A signed contract and a two hundred dollar (\$200.00) nonrefundable deposit are required to guarantee the room. Please note that the \$200 deposit will be used as a credit to the bill the night of the event.

2). *Room Charge:*

The room rental is free for the first two hours. A \$100 room fee will be added once the limit is reached and an extra \$100 will be added for each additional hour thereafter. The two hours starts at the scheduled time of your booked reservation.

3). *Cancellations:*

For all cancellations of events the deposit is forfeited. If event is cancelled for reasons approved by management, the deposit can be used for a future booking.

4). For all functions, the restaurant must have your selected menu seven (7) days prior to the function date. Old Stone Inn will charge for the guaranteed number of guests, or the total number served, whichever is greater. The dining menu must be pre-set with the number of entrees offered not to exceed four. If you deviate from the pre-set menu, there will be an additional fee since we prepare for what has been already chosen.

5). *Guest Guarantee:*

For all functions, Old Stone Inn must have a guest number confirmation seven days prior to function date. Old Stone Inn will consider this number the guarantee, and it will not be subject to reduction. If no guaranteed number is received within seven days prior to function date, Old Stone will consider the original expected guest number as the final guest count.

6). *Pricing:*

The prices quoted herein for any function which takes place within ninety days after the date of execution of this contract are firm. The prices for any function taking place more than ninety days after the date of execution of this contract are subject to change without notice. You must confirm menu prices with our manager one week in advance of the planned event.

7). *Food and Beverage:*

All food and beverages must be purchased and prepared through Old Stone Inn. The only exception is wedding or birthday cakes. No other carry ins are allowed. If a cake is being brought to our restaurant, there is a \$1.00 per person fee for cake cutting and plating. Management must be advised in advance that a cake is being brought in. Absolutely no alcoholic beverages may be brought unto the premises. Absolutely no alcoholic beverages can leave the building or patio area. We do not have a corking license therefore you are not permitted to leave with wine. These are a violation of Shelby County laws on alcohol.



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8) *Set up:*

Rooms are available 15 minutes prior to event during regular business hours. The table set up comes as is. There will be no special arrangements made for table set up.

9) *Final payment:*

Payment for the function must be made at the completion of the function. No personal checks will be accepted for final payment. Payment by cash or credit card is required. We accept all major credit cards.

10) Old Stone Inn hours are Monday through Saturday from 4pm to 10pm and lunch hours on Thursday and Friday from 11am to 2pm. We are closed on Sundays. If you would like to book an event during non operating hours, there will be additional room fees incurred.

11) *Tax and Gratuity:*

An 18% gratuity and 6% Kentucky sales tax are added to all private dining functions.

12) *Media:*

We welcome your screen projectors, video presentations, and microphones to make your event more effective. We ask that you obtain management approval prior to event. We can only supply a screen for projectors. We do not supply any other accessories for your media equipment. This includes extension cords, power strips, televisions, dvd players, etc.

13) *Decorations:*

Decorations must be approved by Old Stone Inn management. We do not allow any tape or glue to be used on the walls, windows, or woodwork. All decorations must be freestanding.

14) Children are to remain in private dining area where their event is being held. Children are not to run freely throughout the restaurant and must be accompanied by an adult at all times.

15) The patron assumes responsibility for any damage that may occur on the premises: this includes any breakage of glasses and/or dishes, damage of walls, carpet, wood flooring, etc.

16) Old Stone Inn management reserves the right to assess a service charge for any damages and/or excessive clean-up beyond the expected normal range of a planned function.



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### Private Dining Contract Form

Today's Date: \_\_\_\_\_ Type of Event \_\_\_\_\_

Date of Event: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Guest Count Estimate: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\$200 Deposit Required- Payment Options: Cash\_\_ Credit Card\_\_

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

Type of Card: \_\_\_\_\_

Name As It Appears on Card: \_\_\_\_\_ Exp. Date \_\_\_\_\_

I hereby authorize Old Stone Inn to debit the above credit card in the amount of two hundred dollars to be applied as a security deposit for the above reservation.

\_\_\_\_\_

Signature

Date

This contract is made in the State of Kentucky and shall be construed and enforced in accordance with laws of such state. This Private Dining Contract constitutes the entire agreement between parties and may not be modified or amended except by an instrument in writing signed by both the patron and Old Stone Inn. The undersigned acknowledges that he/she has read and understands the Private Dining Contract including this page and the preceding two pages by signing and dating below the undersigned accepts this contract and agrees to comply with same.

\_\_\_\_\_

Signature

Date