



AUBURN ALEHOUSE RESERVATION GUIDELINES AND CONTRACT

2021

What facilities does the Auburn Alehouse have to accommodate reservations?

The Alehouse currently has two outdoor patios and one indoor space that can accommodate larger groups. We do not offer a completely private dining area at the Auburn Alehouse. Meaning that you will be sharing dining spaces with other diners. If you would like a private dining experience, please inquire about renting the Annex Tap Room & Provisions.

Guest Count

We take reservations for parties between 8-25. The Auburn Alehouse does require a contract and credit card on file for parties of 12 to 25 people. Guest count must be finalized no later than 24 hours in advance of your reservation. In the event the guaranteed number of guests increases without notice, it will be to the discretion of management to accommodate guest count increases. Increases may result in splitting up the group and/or an additional wait time.

Parties between 8-11 people function just like a regular reservation and do not require a credit card on file. In the event you do not have at least 8 people we offer a call-ahead list. You may call us no earlier than 30 minutes prior to your arrival time and we will put you on the waitlist. This is not a reservation and does not guarantee your table will be ready when you get there. It does however save your spot in line and reduce the time you will wait once you arrive at the Alehouse.

Reservation Times

All parties are given a two-hour time slot to enjoy their meal. This two-hour time frame applies even if your party arrives late. Please inform your guests to arrive early so that your party can begin and end on time. At the end of the designated time the client agrees to vacate the designated space. If at least 75% of your party must be present within 15 minutes of your reservation time, or the Auburn Alehouse reserves the right to pull tables from your reservation to accommodate the existing needs of the restaurant. **Please note- we do not take reservations on Tuesdays after 3pm, Fridays after 5pm, all day Saturday and Sundays until 4pm.*

Menu Choices

New this year, guests will simply order off the regular menu which provides your guests plenty of choices and can cater to dietary restrictions!

Confirmation & Cancellation

A credit card is required at the time of booking for parties of 12 or more. Your reservation is considered confirmed once we have the credit card on file and this contract signed and returned. We do not add on a space rental fee. In return, we do ask that you abide by our guidelines and are respectful of our policies.

If your party cancels with more than 24 hours' notice, your credit card will not be charged a cancellation fee. If your party cancels with less than 24 hours' notice, your card will be charged \$5 per person for loss of business and other reservations turned away. Parties that are a “**NO SHOW**”, will be charged a \$20 fee, per person.

Payment

The Auburn Alehouse currently accepts cash, Visa, MasterCard, American Express, Discover, Alehouse Gift Cards, Travelers Cheques and local checks. All food and beverage prices are subject to taxes and a 20% service charge.

We do not offer separate checks. Checks may only be paid in full by one person or split evenly between guests, so that all payments are equal and they will still be subject to the 18% service charge. Please allow your server extra time to process these payments for accuracy.

Outside Food & Alcohol

The Auburn Alehouse brews all of the craft beer on draft and we offer a full bar with a great local wine list. No outside beer is permitted at all. If you would like to bring in wine, we allow a maximum of three 750ml bottles of wine/champagne for a \$15 corkage fee per bottle.

The only outside food permitted are your own cakes or desserts. There is a carry in charge of \$1.00 per person regardless of the style of dessert. This fee includes cutting, flatware, plate ware and service.

Alcohol Consumption

The Auburn Alehouse is a great place to gather with friends and family and enjoy our award-winning craft beer and great wine list. However, as the responsible party, you are accountable for the behavior of your guests. Please help our staff enforce responsible drinking behavior.

1. A valid form of identification may be requested of any person at any time during your event. All guests must have a valid ID if they plan to consume alcoholic beverages.
2. Any person who, in the opinion of the Auburn Alehouse staff, is or appears to be impaired will not be served any alcohol. This is state law.
3. In an effort to control over consumption, the staff may proceed as follows:
 1. Contact the responsible party of the event to approach guests.
 2. Ask for cooperation from others in the party.

3. Cease serving the individual/s.
4. Ask problem individual/s to leave.
5. Call the police.
6. Halt the party.
7. Close the bar.
8. Please don't make us have to cancel Christmas!

The responsible party voluntarily assumes a duty to control the premises and aid in the elimination of underage drinking, and over-consumption. The responsible party assumes the responsibility to supply safe transportation for any guests at their function who may require assistance.

My Party Information

Name:	Phone #:
Email:	Date of Event:
Day of Event:	Type of Event:
Guest Count:	Desired Space:
Arrival Time:	Required Departure Time:
Name on Credit Card:	Credit Card #:
Exp. Date:	Security Code:
Billing Address for Credit Card:	
Bringing Outside Dessert?	# of Highchairs Needed:
Special Requirements (not guaranteed):	

I have familiarized myself with the contents of the large party guidelines. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the large party guidelines provided to me, which includes: *reservation times policy, guest count policy, confirmation & cancellation, payment & service charge policy, outside food & alcohol policy and alcohol consumption policy.*

Printed Name

Signature

Date

Alehouse Representative Name

Signature

Date