

# Friendly Reds Tavern

22 Haverhill Road  
Windham, NH 03087

## Function Room Contract

22 Haverhill Rd

Windham NH

[friendlyredstavern@gmail.com](mailto:friendlyredstavern@gmail.com) 603-437-7251

This contract between the parties listed below and **Friendly Reds Tavern** states that both parties agree as follows.

<b>Name:</b>	<b>Meeting Date:</b>
<b>Phone</b>	<b>Time:</b>
<b>Email:</b>	
<b>Expected # of Guests:</b>	<b>Type of Event:</b>

A \$500.00 minimum in food expense is required to rent out our function room. The room rental is \$200.00.

A \$1,000.00 in food expense and the room fee will be waived. Please ask manager for details.

Your function is based on a 4-hour time period. Extended use of function room is \$50.00 per hour and will be in the form of gratuity, which will be given directly to the staff staying longer than expected. Times are 11 AM – 3 PM & 5 PM – 9 PM. Exception can be made depending on our availability.

The function room has a maximum seating capacity of 60 people.

**\* No food or beverage is allowed to be brought in without prior approval. Cakes & cup cakes are allowed but you must supply your own service ware. Cake cutting service is available for \$25 and includes service ware.**

Please let us know of any food allergies in advance. Gluten free options available at an upcharge.

**\* Decorations must be approved by Friendly Red's management. Access to the room is allowed 1 hour prior to your function to decorate. All display exhibits and decorations must conform to fire and safety codes. Tape, tacks, command strips or staples are not allowed on any surface, wall, or ceiling. The client is responsible for taking down all approved decorations and display exhibits before leaving. Confetti is not permitted. If confetti is brought in, an additional \$150 clean up fee will be charged.**

Any damage done to the function room, hallway or bathrooms, the client who signed the contract will be responsible for a cost associated with fixing the damage.

A **non-refundable** deposit of \$200.00 plus tax (\$217.00 total) is required to reserve your function date. The \$200 will be deducted from your final payment. Any cancellations after the signed contract deposit are non-refundable.

A tentative guest count is expected with deposit. A guaranteed guest count and meal selection is expected 14 days prior to the function.

The balance of payment is due at the conclusion of the event, unless otherwise noted on the credit card authorization form.

All prices subject to 8.5% NH Meals Tax, 22% gratuity.

If you would like to have an open bar for your event or for a period of time for your event a 22% gratuity will be added to your bar bill.

We accept payment is to be made in Cash, MasterCard, Visa, American Express, or Discover.

**\* Any leftover food is not permitted to be taken after the event due to board of health advisements. \***

Food prices subject to change

Red's loyalty points or redemptions are not honored in the function hall. Red's function hall is a separate business.

**Client Name Print:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

I have read and understand the guidelines set forth by Friendly Red's Catering.