



100 N. Main Street
St. Charles, Mo 63301
Phone: (636)724-6823 **Fax:** (636) xxx-xxxx
Email: jen@llywelynspub.com

Special Event Contract

Date & Time: _____ **Room:** _____

Contact Person: _____

Company name: _____

Contact #: _____ **Other #:** _____

Address: _____

E-mail: _____

Occasion: _____

Tentative # of Guests: _____ **Banquet or General Reservation:** _____

Banquet food, off menu or limited menu: _____

Open Bar options: _____

Cash: _____

\$150 Security Deposit due by: _____ **Date event is confirmed booked:** _____

20% Service Charge discussed: _____ **VIP Program discussed:** _____

Estimated # of guests due by: _____ **Menu Selection due by:** _____

Special instructions: _____

Special requests: _____

Room setup, any changes from normal: _____

Any Entertainment booked: _____

Signature: _____ **Date:** _____

St. Charles
100 N. Main Street

Webster Groves
17 W. Moody

Soulard
1732 S. 9th

Central West End
4747 McPherson Ave.

St. Charles Lower Level Rental:

***Requirements:**

You must have **50 guests or more, \$500 minimum in preordered banquet food and \$150 security deposit**. If you cannot meet our requirements we treat your request as a general reservation and keep the space open to the public as well. Minimums are subject to change under Llywelyn's request. If you can meet our requirements the Lower Level will be private for 4-5 hours depending on what time your event begins. Please note, at 10PM we open the Lower Level to the public due to the live music beginning at that time on Friday and Saturday evenings.

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***Menu selections:**

You can find our banquet menu on our website, www.llywelynspub.com. The appetizers are priced per 50 pieces. We also carry a handful of trays of appetizers. A small tray serves 25 or less guests, a medium serves 25-50 guests and a large serves 50-75 guests. Commercially prepared desserts are welcome. All food orders are due one week prior to the scheduled event. We also ask for an estimated number of guests two weeks prior to the event for scheduling purposes. **Initial here**

***Bar selections:**

We do not offer alcoholic beverage packages. All drinks are paid for by consumption. You may host an open bar for your guests with or without restrictions. Some hosts restrict their guests to our house wine, house wells, pints of draft beer and domestic bottles. All of those items are under \$5 a drink. You can offer your guests all or some of the options for a restricted open bar. Cash bars are also welcome. It is not required that you provide an open bar for your guests. **Initial here**

***20% Service Charge:**

We add a 20% service charge to all large events booked with us. It is also added to an open bar if one is scheduled for your event. The service charge covers the staffing and the setup/breakdown of the event. If a host/hostess would like to tip the staff for their hard work they may do so. It is not required, but appreciated by the staff. **Initial here**

***Misc:**

Decorations are welcome, but please no confetti or glitter. Decorations can be dropped off at an earlier time. Unless specified it is not Llywelyn's Pub responsibility to decorate the room for the guest. We ask that no tape or glue be used while attempting to attach decorations to our walls or fixtures. **Initial here**

***Payment:**

Payment for the event is due the night of the event. We ask that you pay your final bill at the conclusion of the evening or sooner that evening. A credit card may be given to the staff member working your event at the beginning of the evening. 8.45% tax and the 20% Service Charge will be added to the final bill. Additional gratuity may be added if the host/hostess desires to add it to the bill. The added gratuity will be split between and given to the staff members who worked the event. **Initial here**

***Confirming your event request:**

If you do meet our requirements we will need the deposit check within 5 days of booking the event. The deposit can be in the form of a check or a credit card number. The check is not processed or the credit card ran unless the event is canceled less than 10 days prior to the event. Minimums requirements must be met the night of the event. If not met the room maybe open to the public sooner than scheduled or the \$150 security deposit will be kept. The room will not be kept private if the scheduled group is less than estimated. Please write **location & date of the event** in memo line of check with a signed copy of the banquet contract. Checks can be sent to our Webster Groves location.

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**Llywelyn's Pub
Attention Jen Bettag
17 West Moody
St. Louis, Mo 63119**

Llywelyn's Pub VIP Program:

* It has a one-time membership fee of \$20.

* When a guest signs up and purchases a VIP card, they automatically earn \$20 Llywelyn's dollars, available to the new member within 2-3 days after signing up.

* Every time a guest comes to Llywelyn's they have the opportunity to earn 10% of their subtotal on the VIP card.

*The money/points can be redeemed to purchase food and drinks at any of our four St. Louis area locations.

*If a VIP member books an event with us they receive \$25 towards their food charges (minimum of \$250 food purchases to receive it).

*Every Tuesday children eat for free. (Receive one free children's menu item with every \$10 spent).

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