

## **Thank you for choosing The Pirates' House for your next event!**

**All group bookings/private events require a signed contract, deposit and menu selection. Parties of less than 20 guests who request a private room will incur a \$100 non-refundable room fee. Function space is not confirmed without the appropriate paperwork, and all bookings are considered tentative until the signed contract and deposit are received by the Sales Manager.**

Separate checks and ordering upon arrival from the restaurant menu are only available to parties of 20 or less guests. There is a minimum required on all private events of \$250 (before tax and service charge) for lunch reservations and \$500 (before tax and service charge) for dinner reservations.

Groups of 21 or more guests are required to choose a group menu and only one form of payment will be accepted. The person signing the contract, the Client, is responsible for final payment for the group booking/private event.

The Pirates' House guarantees the Client a room for their event. The Client can request a specific room, but specific rooms are not guaranteed.

The Pirates' House reserves the right to reallocate space in the following cases: increase or decrease in attendance, mechanical failures, accessibility for service or renovation and redevelopment projects.

The Pirates' House will not be responsible for any missing personal items either before, during or after an event.

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### **Deposit / Room Charge**

A \$200 deposit is required at the time of booking. If the total estimated amount of the event exceeds \$3,000.00, a 25% deposit will be due instead of the \$200. All deposits will be applied towards the event. The remaining payment is due at the close of the event.

**Cancellation Policy:** A full refund will be issued if cancellation occurs prior to one month (30 days) of the event date. If cancellation occurs within one month (30 days) of the event date, the full deposit is forfeited.

Private groups of less than 20 guests ordering from the restaurant menu are required to pay \$100 non-refundable room charge. The room charge is required at the time of booking. The \$100 private room charge will not be applied to the event.

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## **Final Payment**

Only one form of payment will be accepted for the final balance the day of the event. If the group leaves before the final bill is presented, the credit card on file will be charged the balance.

**If you use a credit card, we will charge an additional 3% to help offset the processing costs. This amount is not more than what we pay in fees. We do not surcharge debit cards.**

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## **Menu**

Groups of 21 or more guests are required to choose from one of the group menus. Please review all menu requirements before making your selection. Prices in parenthesis are inclusive of tax and service charge. A menu must be chosen before a Contract can be generated. Custom menus can be created in advance and require approval from the Chef and Sales Manager. A placeholder menu will be used for the initial contract and an updated contract must be signed when the custom menu is finalized. No outside food and/or beverage may be brought into The Pirates' House.

Menu changes must be completed by the week before the event date. Menu changes proposed by the Client within the week of their event are at the Chef's discretion.

All plated dinner options require entree and dessert selections three (3) business days prior to the group's arrival. These selections are used to order the food for the Client's event. If the Client is unable to provide entree selections on the date required, food quantities are not guaranteed.

Buffet style meals are not "all you can eat." Enough food will be prepared to accommodate the Client's guaranteed number and 10% more.

Buffet style meals will be set out at the time requested by the Client, if no time is requested, the buffet will be out at the start time of the event. The food will be replenished accordingly and will be serviced for one (1) hour. All leftover food will be removed from the private room after one (1) hour.

A 20% Service Charge and applicable local and state taxes will be added to all food and beverage items and services.

Please note: Changes made may require an updated contract to be signed and returned in a timely manner. Changes requested by the Client will not be honored unless the updated contract is signed and received by the Sales Manager.

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**Guarantee and Final Confirmation**

The Pirates’ House does not impose group size minimums or food and beverage minimums, unless a physical private bar is set up for the event. The Client will determine the minimum for their event with the guaranteed number of guests they provide three (3) business days prior to the event date. This guarantee is the minimum the Client will be charged for at the time of their event. The Client will be billed based on whichever is greater, the guarantee or the number of guests that attend. In the event that the guest count is not updated three (3) business days prior to the reservation date, the Client will be billed based on whichever is greater, the original contracted guest count or the number of guests that attend. It is the Client’s responsibility to update the Sales Manager on the number of guests attending the Client’s event.

The Pirates’ House reserves the right to substitute similar items for additional guests if the same product and ingredients are not available. If guest count at event exceeds 10% more than the guaranteed number, food and event space may not be available.

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**Decorations**

Any decorations are the responsibility of the Client and must be approved by the Sales Manager. Only minimal tabletop decorations are allowed, such as centerpieces. Early access to the room prior to the event is not guaranteed.

The Client will be provided with tables, chairs, white linen tablecloths, glasses, utensils, and white linen napkins for their event. Anything additional is considered decoration and must be approved by the Sales Manager.

No live flame candles will be allowed as decoration of the private dining room. Items such as glitter and confetti are prohibited. If decoration cleanup is necessary by The Pirates’ House a \$150.00 will be charged to the Client.

No items may be hung from the walls, brick, or woodwork at any time. No items may be attached to any wall, floor, ceiling or windows with nails, staples, tape or any other substance in order to prevent damage to the fixtures or furnishings.

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**Room Charges**

The Pirates' House provides the Client use of one of our private dining rooms for two (2) hours with no room charge (unless you are booking a party with 20 or less). If the Client needs additional time in the room, a request must be made with the Sales Manager. The request must be approved and a \$300 per hour Room Charge will be added to the contract.

Please note: Additional time will only be offered in 1-hour increments.

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**Music/Entertainment**

No live music, DJs or entertainment will be allowed. No dance floors or stages may be built in the private dining room. Anything The Pirates' House deems "Live Entertainment" will be turned away and not allowed to set up for the Client's event at the Client's expense.

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**Parking**

The Pirates' House has a designated number of spots in the parking lot shared with The Morris Center. Parking is on a first come, first served basis. Parking is not guaranteed for anyone, including private event guests. No overnight parking is allowed. Towing is enforced at the vehicle owner's expense. The Pirates' House accepts no responsibility for damage to vehicles, items removed from vehicles or vehicles removed from the parking lot overnight. If a Police officer is in the lot directing parking, the Client and their guests are expected to obey law enforcement in regard to parking.

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**Motorcoaches**

Motorcoaches cannot unload directly in front of the entrance. Groups arriving by motorcoach may unload passengers after taking the first right past the entrance. Motorcoach parking area is located at the back (South) side of the parking lot. Parking is not guaranteed. Motorcoaches are not allowed to park along the side of the Morris Center building.

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**Food Allergies/Restrictions**

Many of our menu items may contain, or can come into contact with, milk, wheat, eggs, soy, shellfish, sesame, peanuts, tree nuts and fish. We understand the dangers these ingredients may pose to those with allergies. As such, the Client agrees to notify The Pirates' House restaurant of any and all event guests with the client's menu selections, no later than three (3) days before the event. Client further agrees that all event guests, must alert the restaurant staff of any allergies they may have prior to the meal.

Client further acknowledges that due to the nature of our facilities, there is always a risk of cross-contamination of major allergens. If cross-contamination is of particular concern to an event guest, the event guest must speak with the manager so that all possible precautions can be taken to ensure that their meal can be prepared as safely as possible.

Client shall defend, indemnify, and hold the Pirate's House Restaurant and its officers, directors, employees, and agents harmless from and against any and all actual or threatened losses, liabilities, damages, and claims, and all related costs and expenses (including reasonable attorney's fees) arising from Client's failure to adhere to this Allergen Policy.

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**Audio Visual**

The Pirates House has the following available for rental:

Projector (\$60)

Projection Screen (\$35)

Microphone (\$30); the mic is only available for events in Captain Flint's Hall

Rental of equipment is for the two (2) hours allotted in the private dining room. Rental of equipment must be added to the Client's contract.

It is the responsibility of the Client to ensure that their presentation and equipment is compatible with the Projector. The Pirates' House will provide the appropriate connection cable and any extension cords.

The Client is welcome to bring their own A/V equipment with the approval of the Sales Manager.

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**Alcohol**

All alcohol sales and hosted bars at The Pirates' House are based on consumption. All alcoholic beverage services must be handled by The Pirates' House. Alcohol not purchased through The Pirates' House is not permitted on property. Government issued identification will be required; no one under the age of 21 will be served alcohol. The Pirates' House staff and any bartender on duty reserve the right to refuse service at any event. No shots and no shooters are served at events. All federal, Georgia, ATF, and local laws must be complied with and The Pirates' House staff reserves the right to halt alcohol consumption at any event at any time.

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**Private Bar**

A Private Hosted or Cash bar may be set up in the Client's private dining room. The Sales Manager will provide a bar packet with pricing and policies. The bartender on duty reserves the right to refuse service to anyone. Variety, availability, and prices of private bar selections are subject to change. Private Bar will be active for the two (2) hours of the Client's event, unless otherwise specified with the Sales Manager.

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**Gift Shop**

We have a Gift Shop open to the public and groups. Any children visiting the Gift Shop with group events must be under adult supervision.

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**To Go Food**

No to-go boxes will be allowed for Buffet Style dinners. All leftover buffet food belongs to The Pirates' House, regardless of what and how much is left.

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**Cake**

Client is allowed to provide their own cake for their event. A \$15 Cake Fee will be added to the final bill for bringing food into the restaurant. A place to display your cake along with serving utensils and plates will be included with the cake fee. Servers are not responsible for cutting the Client's cake.

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**Coffee Service**

Group dinners include Sweet Tea, Unsweet Tea, or Water. Coffee Service may be added to the Client's event for an additional \$3.00 per person, based on the final guaranteed number. Coffee Service includes: regular and decaffeinated coffee, sugar, and creamer.

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**Hors d'Oeuvres**

A minimum order of 25 pieces is required. All Hors d'Oeuvres must be ordered in advance. Additional orders placed within the week or the day of the event are at the Chef's discretion.

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**School Groups**

Schools may choose one of the student-friendly group menus. Groups of 30 or more will be served the Pirate's Treasure buffet. Students with food allergies/restrictions must be able to self-identify and an allergy list must be provided to the Sales Manager in advance.

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**Tax Exempt**

Groups claiming tax exempt status must provide the proper documentation to the Sales Manager before the event date. The tax-exempt form may need to be approved.

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