

The Oak Room

GUIDELINES



The following information contains rules and guidelines for rental of the Oak Room at Sweeney's Saloon. Receipt of deposit is acknowledgement of the guidelines below.

Confirmation of Reservation/Deposit

To confirm your reservation, a credit card number is required. Your card will be charged a \$200 deposit to reserve the room. This amount will NOT go towards your event bill. Your card will be refunded the Monday following your event, provided there is no damage to the Oak Room. The deposit will not be refunded if you are to cancel your reservation after reserving the Oak Room.

Room Capacity

Minimum group size to reserve the Oak Room is 35 guests. The Oak Room can accommodate a maximum of 150 guests.

Cancellations

In addition to the \$200 deposit the following cancellation fees will be incurred:

If your party is booked Sunday - Thursday, you will be charged a \$200 fee for cancellation less than 90 days prior to your scheduled party date, \$500 for a cancellation less than 60 days before your party date.

If your party is booked on a Friday or Saturday, your card will be charged a \$200 fee for cancellation less than 120 days prior to your scheduled party date, \$500 for cancellation less than 90 days prior to your event, \$1000 for cancellation less than 30 days prior to your event.

Pricing & Minimum Sales Requirement

Room rental fee of \$100/hour

A minimum purchase of \$1,000 in food and/or beverages is required for events scheduled on Sunday through Thursday.

A minimum purchase of \$1,500 is required on Fridays & Saturdays.

There is a 20 percent gratuity added to all food and beverage orders.

Only pre-ordered banquet food, cash bar sales and open bar sales go towards the minimum. Taxes, gratuities, room rental fee, and other miscellaneous fees do not apply.

Decorating Guidelines & Damages

You are responsible for any damages incurred to the room by yourself or your guests. We do not allow glitter or confetti. If there are damages to the room or these items are present, the \$200 deposit will not be returned. You are welcome to decorate up to 1 1/2 hours prior to your party start time. Weddings and rehearsal dinners may arrange for more time beforehand with the banquet manager.

Music Regulations

All music, whether DJ, band, satellite radio or other, must be finished by 12:00 a.m. If you are hiring a band or DJ, please let us know prior to your event. They are welcome to set up 2 hours prior to your party start time. It is recommended that you let them know beforehand that there is no elevator, only stair access to the room. They need to bring in all of their own sound/lighting equipment. We can provide a table for a DJ if needed.

Minors

Minors are allowed in the Oak Room, but must be accompanied by a parent or legal guardian. They must stay in the room and are not allowed in the bar on the main floor. If any minors are caught drinking, they may be asked to leave the building. In some cases, we may end your party before your scheduled end time. Please inform your guests that they will need to bring a valid ID if they would like to drink alcohol.

Food Options

Food may be preordered from the banquet menu in advance or from the bar menu day of the event, though no food running upstairs will occur. If you would like to order food from our banquet menu, you will need to place your order 10 days in advance.

All food pricing at the time of booking is guaranteed and does not include taxes or gratuity.

No outside food, except for dessert, is allowed to be brought into our establishment.

It is against our healthcode to allow leftover banquet food items to be brought home.

Beverage Options

You will have a bartender assigned to your party. All beverages should be ordered from this bartender as orders made at the downstairs bar do not go toward the minimum. Tabs will not be transferable between the upstairs and downstairs bar. You may run an open bar tab with the bartender or the bartender can collect tabs from guests individually. Drink tickets are available upon request.

Alcohol pricing is not guaranteed at the time of booking