

# CSBP: RESERVATION APPLICATION



Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ (-) \_\_\_\_\_

Organizer/Host Name: \_\_\_\_\_ Phone: \_\_\_\_\_

No. of Guests: \_\_\_\_\_

Type of Event (19<sup>th</sup> Bday, Staff Party, etc.): \_\_\_\_\_

Scope (Appies/Dinner Service/Drinks): \_\_\_\_\_

**We charge a \$50.00 Reservation deposit.** This will be refunded or applied to your bill at the end of your event, as long as our terms and conditions are accepted and met.

Visa/Amex/Mastercard: # \_\_\_\_\_ Expiry: \_\_\_\_\_

*Confidentiality Agreement: Our guests' privacy and personal information is extremely important to us. Our reservation files are kept under lock and key and are destroyed after the conclusion of your event.*

## TERMS AND CONDITIONS:

**-Outside cakes/food/alcohol/beverages are prohibited.** Due to legal and liability concerns, we must control and monitor all food and beverage consumption, and cannot allow outside product on our premises. Please inform all of your guests of this policy. There are no exceptions. If you need a custom dessert for your event, we have our own commercial bakery which boasts a wide selection at prices better than retail.

**-15 person minimum.** We will not book a reservation for parties smaller than 15. If you arrive with less than 15, the reservation deposit will not be refunded.

**-Reservations have 15 minute lifespans.** If your reserved tables are not occupied within 15 minutes of your confirmed arrival time, the tables become open and available for our other guests.

**-We cannot guarantee completely private sections.** While on some occasions this may be the reality, due to the nature of our business, other guests may be seated in your general vicinity.

**-Reservations are taken on a first-come, first-serve basis.** They are not valid until we have received your completed application, along with the deposit, and have confirmed the booking with you.

For the ease of your experience, please inform us on whether you plan on individual or group billing. While we strive to accommodate the unexpected, the more we know in advance, the more we will be able to provide service tailored specifically to your party.

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Additional Requests/Requirements/Cake Order/Details:

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We thank you for expressing interest in hosting an event with us at the Craig Street Brew Pub. We take great pride in everything that we have to offer to larger groups and special bookings, and we look forward to making your party a success!

Applicant Signature: \_\_\_\_\_  
Date Form Received: \_\_\_\_\_