



# PARTY ROOM CONTRACT

6166 Bridgetown Rd. + Cincinnati, OH 45248  
+ 513-574-5613 +

Thank you for considering Kenning's Circle K for your special function. Enclosed are menus and suggestions to help plan your party and enable us to provide you with timely and efficient service. Please provide us with the information requested below.

Date of function: \_\_\_\_\_

Time of guest's arrival: \_\_\_\_\_

Type of function: (e.g. Wedding Rehearsal, Anniversary, Birthday, etc.) \_\_\_\_\_

Number of people attending: (firm count is due ten days prior to function) \_\_\_\_\_

*If attendance is less than firm count, payment is based on the firm or the number of guests served, whichever is greater.*

**Party Rooms:** We reserve the right to change rooms based on increasing or decreasing attendance figures for your function. We have two party rooms and can accommodate groups from twenty to sixty people. We will do our best to keep your requested room for your party.

Your name: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Surprise party? Yes No (circle one)

Name of surprisee: \_\_\_\_\_

Time of surprisee arrival: \_\_\_\_\_

Name(s) of guest of honor: \_\_\_\_\_ (e.g. Anniversary Couple, Bride & Groom)

**Bar setup:** Open bar means the host/hostess is responsible for all charges and that your guests can have anything that they request to drink. Cash bar means that each individual is responsible to pay for their drinks separately. The host/hostess can set a limit on the number of drinks served. We also have beer available by the  $\frac{1}{4}$  barrel (\$100.00) and  $\frac{1}{2}$  barrel (\$175.00). Wine is available by the liter if you wish to provide a limited bar for your guests.

**Bar setup:** OPEN BAR \_\_\_\_\_ CASH BAR \_\_\_\_\_ LIMITED BAR \_\_\_\_\_ (Check one)

**LIMITED BAR Details:**  $\frac{1}{4}$  Barrel beer \_\_\_\_\_  $\frac{1}{2}$  Barrel beer: \_\_\_\_\_ Liters of Wine: \_\_\_\_\_

Wine or Champaign toast: \_\_\_\_\_ For Appetizer Parties (\$2.99 per person): \_\_\_\_\_  
Unlimited soft drinks, coffee and iced tea



**Menu Selections:** A maximum of four entrees are permitted with the One Price and Preferred Party Room menus. We recommend a beef entree, a chicken entree, a seafood entree, and ribs if desired. You may however select less than four entrees which will speed preparation time in the kitchen. Entrees may be selected from either menu. Menu choice and entree selections are due ten days prior to the function. It is not necessary to pre-order a specified number of each entree. We will take your guests order on the night of the function after everyone is seated at the table.

**Menu Selected:** Preferred \_\_\_\_\_ One Price \_\_\_\_\_ (circle only one)

**Selected Entrees:** 1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

**Potato Choice:** \_\_\_\_\_ **Vegetable Choice:** \_\_\_\_\_ **Salad Choice:** \_\_\_\_\_

**Potato Upgrade:** \_\_\_\_\_ **Salad Upgrade:** \_\_\_\_\_

**Appetizers:** \_\_\_\_\_ **Desserts:** \_\_\_\_\_

*Pricing is subject to change due to market fluctuation. We guarantee pricing 30 days from receipt of a non-refundable private room fee. Pricing does not include an 18% gratuity and Ohio sales tax.*

**Deposit:** A \$100.00 non-refundable deposit is required to book a private party room. This fee includes standard room setup with vinyl tablecloths, cloth napkins, & glass candle lamps. If white linen tablecloths and custom napkin color choice is desired for your event, we can provide this service at a cost of \$8.00 per table. *Tablecloths and napkins must be ordered ten days prior to your function with menu choices.* Party rooms are not considered booked until deposit has been received.

**Decorations:** Additional, tasteful decorating is permitted within reason. (*Balloons, Crepe Paper, etc.*)

All decorations must be hung with scotch tape only and cannot be attached to the wallpaper, The host is responsible for any damages to the facility. Please make arrangements with management for early entry to decorate.

**Desserts:** Two dessert items may be pre-selected to serve your guests. Desserts will be shown on a dessert tray at the end of the meal. You will only be charged for desserts ordered , not the number of guests you have. Dessert trays are also available.

**Payment:** Full payment is due at the completion of your function. An itemized bill will be presented at that time. Payments can be made in cash or by approved check. We also accept Visa, Mastercard, and American Express.

Separate checks are not available on private party functions.

Person responsible for payment: \_\_\_\_\_

Deposit has been received of Kenning's Circle K on this date: \_\_\_\_\_

This deposit holds a private party room for the following date: \_\_\_\_\_

Please sign and date in the spaces provided below and return these forms to us. We will return a copy to you within a week. Thank you for the opportunity to serve you!

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Banquet Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_