

Please scan/email a signed copy to Beth at [sweeneysjenn@gmail.com](mailto:sweeneysjenn@gmail.com) or mail to:

**Sweeney's Saloon, ATTN: Jenn Bresee**  
**96 N. Dale Street, St. Paul, MN 55102**

The following information contains rules and guidelines for rental of the Oak Room at Sweeney's Saloon.

**Please read all of the information before signing this contract.**

### **Confirmation of Reservation**

To confirm your reservation, a credit card number is required. Your card will not be charged unless you cancel outside of our cancellation guidelines. 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. If your party is booked on a Friday or Saturday, we will charge \$200 for cancellation of less than 90 days, \$500 for cancellation of less than 60 days and \$1,000 for cancellation of less than 30 days from your scheduled date.

### **Food/Beverage Minimums & Pricing**

We charge a room rental fee of \$75/hour. A minimum purchase of \$1,000 in food and/or beverages is required for events scheduled on Friday or Saturday during the months of January – November. A minimum purchase of \$1,200 is required on Fridays & Saturdays in December. 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.

There is no minimum purchase required Sunday – Thursday.

All food pricing at the time of booking is guaranteed. Alcohol pricing is not guaranteed at the time of booking.

### **Decorating Guidelines & Damages**

If you are planning to do any decorating, it is advisable that you read over our guidelines available at [sweeneysaloon.com](http://sweeneysaloon.com). You are responsible for any damages incurred to the room by yourself or your guests.

You are welcome to decorate up to 1 ½ 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 12:30 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. We have a doorman staffed on the main floor that will check all guest's IDs. Please inform your guests that they will need to bring a valid ID if they would like to drink alcohol.

**Last Call/End of Party**

Last call for drinks is done a half hour before your scheduled end time. This allows guests to wind down and help them to understand the room will be closing shortly. Guests will be allowed to stay in the room for 15-30 minutes after your scheduled end time. The staff will gently "nudge" them to move downstairs after that time. 1 a.m. is the latest end time allowed for parties in the Oak Room.

**Guidelines For Paying The Bill**

The bill is to be paid in full with your bartender at the end of your event. You may pay with cash, credit/debit card or check. If you are paying a large bill with a credit card, it is advisable that you alert your card company/bank beforehand.

**\*\*Please introduce yourself at the beginning of your event. All of our staff is very knowledgeable and willing to help!**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date Of Event:** \_\_\_\_\_