

Please scan/email a signed copy to Jenn at 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 be charged \$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.

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.

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. 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.