



Phillipsburg, New Jersey (908)454-0011

General Information / Contract

DEPOSITS

To guarantee your booking date we require a **non-refundable** deposit.

ROOM CAPACITY AND REQUIRED DEPOSITS:

Bar Room – The Bar has a capacity of approximately 96 guests seated at round tables plus 15 seats at the Bar. The non-refundable deposit required for the Bar is \$200.00.

Reception Room – The Reception Room has a capacity of 40 guests seated at round tables. The non-refundable deposit required for the Reception Room is \$100.00.

Banquet Room – The Banquet Room has a capacity of 220 guests seated at round tables with ample space available for dancing. The non-refundable deposit required for the Banquet Room is \$400.00.

Glen (Pavilion) – The Glen has a capacity of 180 guests inside the Pavilion seated at round tables with ample space available for dancing. The non-refundable deposit required for the Glen is \$400.00. A minimum attendance of 75 people is required for the Glen. An additional charge of \$250.00 will be applied for all parties under 75 people. **ALL PARTIES IN THE GLEN MUST BE OVER BY 10:00PM WITH NO EXCEPTIONS.** On-Site Weddings being held in the Gazebo requiring the set-up of chairs will be charged an additional fee of \$50.00.

White Linens will be provided for all weddings and anniversary parties in the Glen. Basic table covering will be provided for all other parties unless specifically requested.

The Glen is open from May through October.

PAYMENT INFORMATION

Final Payment must be made in full on the date of the party unless prior arrangements have been made. Payment may be made in the form of cash, check, VISA or MasterCard. All weddings are required to make a second payment of half the estimated total four months prior to wedding date.

The menu and the number of people must be confirmed two weeks prior to the party date. If there are fewer people in attendance than confirmed, you will be billed for the number of people confirmed, not the number of people in attendance. If there are more people than the number confirmed, you will be billed for that number.

LIQUOR AND BAR ARRANGEMENTS

All parties under 50 people requiring bartender will be charged \$15.00 an hour. There will be no Bartender on duty for Bridal Showers, Baby Showers, Funeral Luncheons and Sweet 16 Parties unless specifically requested **in advance** by the customer.

No outside alcoholic beverages may be brought on the premises. If your favors are alcoholic beverages, they must not be opened on the premises and are to be taken off premises to be consumed. Any alcoholic beverages not sold at Flynn's will be confiscated by the management and disposed of accordingly.

The management and the bartenders on duty reserve the right to refuse to serve any individual who appears intoxicated.

DECORATIONS

All decorations are to be put up by the customer and removed at the end of the party by the customer. Confetti and glitter are not permitted. No decorations are to be hung on the walls or ceilings. There are clips on the ceiling that may be utilized. If in doubt, please ask before putting up.

PARTY HOURS

Wedding and Anniversary Receptions run for five (5) hours beginning at the time specified in our book. This time frame includes the cocktail hour. Anything over the five (5) hour period must be cleared with management and if approved, there will be an additional cost.

All other parties such as birthday, confirmation, graduation, banquets, class reunions, etc., run for a maximum of 4 hours unless cleared by management.

CATERING

No outside food may be brought into the facility except for desserts. We will do our best to accommodate any dietary special requests if notified in advance, such as Vegan, Diabetic and Gluten Free.

Please remember that you are paying "per person". The food that may be left over from a party is not yours to take, as there are food safety issues that prevent us from allowing you to take food that has been setting out, off the premises.

Party extras are for take out only. They may be added to compliment any meal served on premises.

CHILDREN

Children under the age of 5 eat free. Children aged 5-10 can be provided with a smaller serving of your chosen menu and are half price. We do have a number of high chairs and booster seats available but please let us know in advance to ensure we will have a sufficient number on the day of your party.

All children at your party are your responsibility and not the responsibility of the staff.

MISCELLANEOUS INFORMATION

Tables comfortably seat 8 people. A maximum of 10 people and a minimum of 5 people at some tables are acceptable, depending on the type of meal being served.

It's understood that there may be other parties in the hall, prior, during or after your party. Your consideration of the other party would be appreciated.

The Customer _____ and Flynn's agree to the terms and conditions set forth herein. The party (specify the type of party) _____ is scheduled for _____ beginning at _____ o'clock and ending at _____ o'clock in the (*please circle one*) Pavilion Bar Reception room Dining room

A non-refundable deposit in the amount of \$_____ was received by Flynn's on _____.

Customer phone numbers _____; email address _____

CUSTOMER SIGNATURE

FLYNN'S SIGNATURE