

## **GROUP POLICIES FOR PULLMANS AT TROLLEY SQUARE**

To ensure a well planned and successful event, please review the following policies that have been established by Pullmans at Trolley Square.

1. A \$200.00 deposit is required for parties of 30 or more, or if reserving the Club Room for private usage, and will be deducted from your final bill. This deposit is non-refundable and will be forfeited for any cancellations or a no-show party. Exclusive use of the Club Room after 4PM on a Friday or Saturday evening will require a minimum food and beverage expenditure of \$3000. Exclusive events after 4PM on Sunday through Thursday have a food and beverage expenditure of \$1,500. Lunch events before 4PM require a \$650 minimum. All minimums are prior to tax and gratuity. Sharing space is available for groups less than 50 people, and then minimums would not apply.
2. A confirmed number of attendees must be guaranteed 72 hours in advance. This allows us to plan the proper placement of your group, while still allowing us to serve our other customers. Guaranteed placement applies only to exclusive events.
3. Groups using the room after 4 and larger than 30 must use a limited menu, unless your group is separate checks. Menu choices MUST consist of Steak, Seafood, Chicken, or Pasta Entrees. Up to six menu choices may be selected for groups up to 40 people. Groups with 40-50 can choose up to 4 items and groups over 50 are limited to 3 options. The limited menu allows Pullmans to prepare your selection in a timely and efficient manner, while allowing your guests to be served at the same time. We can not prepare separate checks for groups over the amount of 30. For the service of all personnel, 20% service charge will be added to the entire event bill.
4. A private bar is available for your event at no charge if you have reserved the space for exclusive use., and you are hosting alcoholic beverages.

5. Loss or damage of group's displays, decorations or other property brought onto the premises will be the sole responsibility of the group or organization. No balloons are allowed in Trolley Square due to the high ceilings and ceiling fans. We do not allow confetti and no other decorations may be attached to the walls or to equipment without specific approval from Pullmans management. Pullmans is not responsible for lost or stolen personal belongings.
6. Use of audio/visual equipment must be pre-arranged. Rental fees apply on all equipment,
7. Due to fluctuation of prices, prices are subject to change without notice.
8. No food or beverage may be brought into Pullmans and no food may be removed from the facility unless a release form is signed. Portable kegs of beer are not available, but pitchers of beer/soda may be purchased for a specified rate.
9. All event details must be finalized at least 14 days before the event by 3 pm. This includes menu choices, beverage selections, linens, times and bar details

After reading the above policies and guidelines, I agree to abide by all of the rules set forth as written.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

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THIS PORTION TO BE FILLED OUT BY PULLMANS MGMT.

Deposit received: \_\_\_\_\_ Amount \_\_\_\_\_

Check number/Credit card reference number \_\_\_\_\_

Date of reservation: \_\_\_\_\_

Time of reservation: \_\_\_\_\_

Number of people attending: \_\_\_\_\_

Comments or special requests: \_\_\_\_\_

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