

Timothy's of Newark | 100 Creek View Rd | Newark, DE 19711

Phone: (302) 738-9915 | Fax: 302-738-9910

- I understand that there is a 300.00 room charge.
- I understand there is a \$400.00 **non-refundable & non-transferrable** deposit required which will be deducted from my final bill. All deposits must be secured with a Major credit card, cashier's check, or cash.
- I understand there is a 20% gratuity added on all food & drink charges. • I understand that my final menu selections are required *no later than two weeks* prior to my event. My final guest count is due *no later than one week* prior to the event. All food charges are based on the guaranteed guest count or the actual number of guests served, *whichever is greater*. Cancellations with less than a 48 hour notice will be charged half the cost of your food order.
- I understand my rental includes use of Timothy's banquet room for four hours, and my food selection will be available to my guests for a two hour period during my event.
- I understand there is a food purchase minimum of \$1,000 which must be met by food only, no alcohol or fees are included in this minimum.
- I understand that the final invoice will be presented at the end of the function and payment in full must be made at this time, unless all costs are paid prior to the event. Timothy's of Newark accepts all major credit cards, Cashier's checks, or Cash.
- I understand that we may decorate the room immediately prior to the event, but confetti (including confetti filled balloons), tape adhesive and command strips on the painted walls are strictly forbidden. *If these or similar decorations are used I understand my \$400 deposit will not be reimbursed on my final invoice.*
- I understand that I am responsible for leaving Timothy's of Newark premises, in entirety, as clean and undamaged as they were upon my arrival (including bathrooms). If there is any prevalent damage, vandalism or unsanitary trash that is a result of any guest at my event, I understand I forfeit my deposit and will also be responsible for a cleaning or repair invoice.
- I understand no leftover food or drinks may be removed from the premises, except for desserts brought into Timothy's (based on management approval). No outside food is to be brought into Timothy's.
- I understand food and drink prices are subject to change up until I provide Timothy's of Newark my final menu, at which point prices will be secured.

**Signature:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Date & Time of Function:** \_\_\_\_\_