

# Bier Stein Bottleshop and Pub

## Credit Card AUTHORIZATION FORM

I, \_\_\_\_\_, authorize the Bier Stein to charge my card a \$50 cancelation fee. (1 week notice is required for all cancellations.)

If catered food has been ordered the cost of the catering will also be charged to your card.

Credit Card: Visa \_\_\_ Mastercard \_\_\_ Discover \_\_\_ AMEX \_\_\_

Credit Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Exp. \_\_\_\_ / \_\_\_\_ Three digit: \_\_\_\_\_

Billing Address:

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Signature: \_\_\_\_\_

Thanks you for your business, and we look forward to your celebration!  
Bier Stein Staff

# Bier Stein Bottleshop and Pub

## Event Letter of Agreement

*I/We understand that all events are subject to a 20% gratuity. I/we understand that any guests that behave improperly or become intoxicated will be asked to leave, and that the event fees will still be valid.*

Name (please print) \_\_\_\_\_ Event

Date \_\_\_\_\_

Event time \_\_\_\_\_

Approximate Number of Guests \_\_\_\_\_

- If number of guests changes please let us know 3 days in advance!

Would you like a bartender (each @ \$12.00/hr)? \_\_\_\_\_ (Mandatory for parties of 25 or more.)

Phone Number \_\_\_\_\_

Email

Address \_\_\_\_\_

Mailing

Address \_\_\_\_\_

### **Payment Plan**

Room Rental Fee of \$30 per hour before 4PM & \$60 per hour after 4PM  
\$ \_\_\_\_\_

Bartender (if applicable) fee of \$12 per hour \$ \_\_\_\_\_

### **Agreed and accepted:**

Client \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Bier Stein Bottleshop and Pub

## Questionnaire

*Thanks for booking your special event with us! To best understand your party needs please fill out the following questions*

Event type:

\_\_\_\_\_

Have you rented our back bar room  
before? \_\_\_\_\_

Who will be paying for the event? \_\_\_\_\_

Will there be separate tabs for any items? \_\_\_\_\_

-All members of the group should use private bartender for all transactions  
(if applicable).

-Separate tabs will still be subject to our large party gratuity of 20%

Will your event be catered? (Mandatory for parties of 25 or  
more) \_\_\_\_\_

-Please note, additional food may be ordered from main menu in addition to  
catered food.

If not catered how much food do you expect will be  
ordered? \_\_\_\_\_

Is there a specific way you would like the tables set  
up? \_\_\_\_\_

Would you like us to set up a privacy divider to make the room 100% private? \_\_\_\_\_

Would you like to decorate? \_\_\_\_\_

Will you be bringing a cake? \_\_\_\_\_ (If so please note that you will be required to bring paper plates, however we will provide a sharp knife and utensils.)

Is there anything else you think we should know? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Bier Stein Catering Menu

***Please note: We must have this form completed and emailed back to us, at least five days before your event.***

Bier Stein Mac & Cheese \$4 per person

\_\_\_\_\_ Servings

BBQ Pulled pork served with slider buns and coleslaw \$4 per person

\_\_\_\_\_ Servings

Bratwurst with sauerkraut & two mustard sauce \$5.75 per person

\_\_\_\_\_ Servings

Cheese and Charcuterie platter with fresh fruit, nuts, olives, and baguette \$6.50 per person

\_\_\_\_\_ Servings

Green Salad- mixed greens, carrots, cucumbers, cherry tomatoes, red onion and your choice of dressing \$3.50 per person

\_\_\_\_\_ Servings

Caesar Salad- romaine tossed with Parmesan, croutons and Caesar dressing \$3.5 per person

\_\_\_\_\_ Servings

Hummus- House made hummus, cucumbers, tomatoes, pickled onions, olives and warm pita \$5.25 per person

\_\_\_\_\_ Servings