



Service Agreement for Private Parties

- Requests for private parties must be submitted a minimum of two weeks prior to the event date for staff scheduling purposes.
 - Guests must all be 21 years of age per The Pub license documentation.

Name of Host: _____

Department/Group to send invoice to: _____

*The Pub (Center Pub Association) is a separate entity from Drew and must be paid via check; journal entries are not permitted.

Date of Event: _____

Hours of Event

Start Time: _____ **End Time:** _____

*Private parties must adhere to these start and end times. Should the Host request a change in event hours less than two weeks prior to an event; a service fee may be assessed.

Estimated Attendance: _____

How will drinks be paid for?

- Department will pay (this requires drink tickets)
- Guests will pay for drinks (cash bar)
- Combination: University budget and guests

In The Pub, food is required when alcohol is being served.

- We will be providing the following food from Catering/Drew Dining:

- We will be providing the following food (packaged items only):

- We would like The Pub to provide food, such as the following packaged items and/or pizza; no catering:
