



The Charlie Utter Theater

Banquet Contract

A signed and dated contract with a non-refundable deposit is needed before the Charlie Utter Theater is considered guaranteed for an event. All other accrued charges, such as food & beverage, gratuities, and fees are due at the conclusion of the event. **A complete guest count and food pre-order is due 7 days prior to the date of the event.** This number will be considered a guarantee. A minimum of 25 people is required for a reservation in the theater. **The maximum number of people is 54 for seated dinner service.**

The maximum number of people is 70 for a cocktail/apps party. We understand you may change your count. An increase of up to 5 people, not exceeding the maximum number of people, can be accommodated, but the guaranteed number cannot be reduced. If your number of attendees is below the minimum required, 25 people will be your guaranteed number. A 20% service charge will be added to the final bill. Dinner buffets time limit is 4 hours. Any events that do not include a full dinner, just cocktails and appetizers, are limited to 3 hour time blocks. If the time in the room exceeds time limits, an extra \$100 per each additional hour will be charged to your final bill, not to go past 12am.

Date of event_____ Time of event_____

Number of Guests_____

Set up time (for decorating, optional)_____

Contact Person_____

Phone/Email_____

Non-refundable deposit to hold reservation- \$175.00 + tax and fees=\$192.50

Credit Card #_____ Exp. date_____

Signed_____

Date_____

By signing this form, you are consenting to our terms. To ensure that all agreements are upheld, a credit card # must be obtained.

Welcome to the Charlie Utter Theater. Thank you for choosing us for your event!

Please have your guest count and menu selections ready 7 days prior to your event. For children under 10 the buffet price is \$15. Let us know about any dietary restrictions and/or food allergies right away!

The rental of the theater includes, Charlie Utter Theater & Bar, access to restrooms, access to elevator. Audio visual equipment is unavailable but we do have a microphone/sound available .

Here's some information about our Theater banquet etiquette & standards:

Rental does not include any part of the Deadwood Social Club Restaurant and Patio, including the Top of the Ten Martini Bar. It also does not include any portion of the Saloon #10.

No smoking or vaping unless in a designated area.

Children must be accompanied by an adult at all times. The hallways are always busy with our serving staff delivering hot food. Please be sure they stay safe and visible. Children cannot use the elevator past 8:30pm. Must be 21 to be in Saloon #10 after 8:30pm.

The serving of alcohol to minors is strictly prohibited.

Decorating is allowed however glitter, confetti, pinatas, floating balloons, are strictly prohibited. There is an extra \$\$ cleaning fee that will be added to your bill for the use of any of the above listed. Please don't leave any holes in our walls...no nails, tacks, or staples,

The paintings (the Girls) on the wall must not be moved.

Access for decorating is available at 2pm of the day of the event.

Outside food is not allowed however you may bring your own special event cake.

There is no outside alcohol allowed with the exception of bottled wine. There is a \$25 corking fee per bottle of wine.

Unless prior arrangements have been made, all decorations and other things brought in by the group must be removed at the end of the event. Including boxes, wrapping paper, gifts, cake, etc.

A standard set up will be used for your party, best room fit for your party's size. Once tables are set, they are not to be moved or removed from the room.

No one is allowed behind the bar or to pour their own drinks, get their own beer, or wine.

If the event extends past the Deadwood Social Club's hours of operation, guests may not be in the restaurant.

Old Style Saloon #10, Deadwood Social Club, and/or the Charlie Utter Theater staff are not responsible for lost or stolen items, or items left behind. Please check your belongings before you go.