



2025-2026 Event Contract

Event Host Name: _____

Location: _____

Phone #: _____

Email Address: _____

Date of Event: _____

Day of the week: _____

Start Time: _____

End Time: _____

Event Type: _____

Bar Package: _____

Number of Guests: _____

Final Count: _____
[internal use only]

I understand that for The Pour House to reserve the room on my desired date, I must provide credit card information. If need be, I may cancel my event more than one week prior to the date, with no charge to my credit card. All cancellations must be in writing. If I cancel my event within one week prior, my credit card will be charged \$150.00 as a cancellation fee. I have read and understand these guidelines.

_____ [initial]

CREDIT CARD INFORMATION:

Name on Credit Card: _____

Credit Card Type: _____

Credit Card #: _____

Exp. Date: _____

CVV: _____

Billing Zip Code: _____

Signature: _____

Date: _____

Do you wish to use this card at the end of your event? _____

DISCLAIMERS: Please read the following below in detail.**Final Guest Count:**

A final head count should be provided **one week prior to event**. If we are not notified of the appropriate guest count prior to event, the amount indicated on the contract will be considered the guaranteed number and we will charge accordingly.

Menu:

All menu selections are to be finalized at least **ONE WEEK** prior to the event date. Changes to the final head count and menu will not be accepted within one week of the event. At the end of your event, all food will have applicable Sales Tax applied (6% for PA; 6.625% NJ). **20% gratuity is not included but should be added upon payment.**

Minimums:

For all private events, we require you to meet the minimum room costs outlined in the chart below. Please note that minimums vary by Pour House location as well as day of week and time.

Timeframes:

Events are booked within a 3-hour time frame. Extending your event time may result in additional charges. The event host may enter the space 1 hour prior to the event for setup.

Decorations & Outside Food:

We do allow guests to decorate and personalize the space, however no style of confetti, glitter or sand is permitted, no exceptions. You may also bring a cake and/or cupcakes with management's approval.

Leftover Food:

Any leftover food may not be taken out of the building. This is a house policy and aligns with Health Code guidelines.

Payment:

Final payment is due at the conclusion of your event. For pre-selected menu events, you will be responsible for guaranteed guest counts, regardless of no shows.

Room Minimums:**Before 4PM:**

	Westmont	Exton	North Wales
Sun, Mon, Tues, Thurs	\$500	\$500	\$500
Weds, Sat, Sun	\$1,000	\$1,000	\$1,500

After 4PM:

	Westmont	Exton	North Wales
Sun, Mon, Tues, Thurs	\$500	\$500	\$500
Weds, Sat, Sun	\$2,000	\$2,000	\$2,500

I have read the above and agree to the guidelines that the Pour House has set forth in order to book my event.

Signature: _____

Date: _____