



# NORTH LIBERTY BROWN BOTTLE PARTY INFORMATION

ITALIAN  
RISTORANTE

NAME (CONTACT PERSON): \_\_\_\_\_

PHONE NUMBER:(day)\_\_\_\_\_ (evening)\_\_\_\_\_

DATE OF PARTY:\_\_\_\_\_ # OF PEOPLE: \_\_\_\_\_

TIME REQUESTED: \_\_\_\_\_

CREDIT CARD#\_\_\_\_\_ EXP. DATE\_\_\_\_\_

CARDHOLDER SIGNATURE\_\_\_\_\_

*(This is for our records only, but will guarantee your reservation.)*

All non-alcoholic beverages will be included on the main ticket. In regards to alcoholic beverages, PLEASE CHOOSE ONE:

\_\_\_\_\_ Cash bar (each person pays individually)

\_\_\_\_\_ House wine (carafes) and domestic bottled beer included on ticket.

\_\_\_\_\_ Open bar (any alcoholic beverages included on ticket)

Would you like APPETIZERS while your guests are arriving? YES / NO

List your selections below.

Included is a copy of our limited menu (11 items) used for all parties of 20 or more, so our kitchen can efficiently serve many large groups. I have added the prices for you to see, but they do not appear on the actual menus. Please choose if you would like PRIME RIB as an option for your group: YES / NO

Would you like to offer DESSERT after your meal? YES / NO

Please circle your choices:

BROWNIE PIE \$5.00

CHEESECAKE \$6.00

KAHLUA CHOC.

MALT SHOPPE PIE \$5.50

TIRAMISU \$6.00

CAKE \$5.50

*\*\*\*If you wish to provide a cake instead of dessert, we will charge \$.75 per person (\$20.00 maximum). Please make note if you will be bringing in an alternate dessert. Prices are the same as our current regular menu. Since we are a full service restaurant, all entrees include house dinner salad and garlic bread. We are a completely non-smoking establishment.*

Please inform us if you will be bringing table decorations such as flowers, balloons, etc. so we can pick a mutually convenient time for you to set up. Remember that we are not open for lunch, the earliest a front end manager arrives is 4:00pm. It is very important to prearrange a time if you choose to decorate.

18% gratuity will be added to all parties of 6 or more, including those groups that have separate checks.

The party room is equipped with televisions, a VCR, and a DVD player. Please make a notation on the front page if you will be utilizing those. (Slide projectors and screens must be rented by you if needed.)

You must confirm your reservation at least one week prior to the party. Please call to tell us the number of people attending. This must be as exact as possible (within 5 people), otherwise the table set-up will be incorrect and seem quite disorganized. If more than half of your group does not show up, you will be charged a set-up fee to cover the cost of extra unneeded employees and set-up of the room.

\*North Liberty Brown Bottle: (319) 626-3900 (ask to speak to a manager)  
(large party room holds up to 75 people)  
(smaller party room holds up to 65 people)

The room you will be seated in depends on the size of your group and the total reservation list. We seat groups in the space where they fit best and that will make everyone the most comfortable. We may not know where you will be seated until the day of your party. Groups of 20 people or less might not be seated in a party room on high volume weekends.

Because there is no charge for the room and the rooms are so large, you may not be the only group seated in the room. We always try to accommodate as many large groups as possible, therefore we cannot guarantee that you will be in the room privately (unless you have signed our privacy contract). We do utilize floor to ceiling curtains to add privacy if more than one group will be in the room at once.

If you have further questions you may call the restaurant 4:00pm or after to speak to a manager. Please return the completed top sheet as soon as possible so we can finalize arrangements. Thank you for your business!!

North Liberty Brown Bottle  
125 E. Zeller Street  
North Liberty, IA 52317  
Phone: (319) 626-3900  
Fax: (319) 626-3902

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NORTH LIBERTY ♦ WATERLOO ♦ CEDAR FALLS ♦ IOWA CITY ♦ MOLINE

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# NORTH LIBERTY BROWN BOTTLE PARTY ROOM PRIVACY CONTRACT

- If your group wants to be PRIVATE, there is a minimum spending requirement for the room. This requirement is achieved through food and drink sales, it is not a “room charge”.
- Large party room (seats up to 75 people) minimum is \$1250.00 PLUS tax and gratuity.
- New smaller party room (seats up to 65 people) minimum is \$1000.00 PLUS tax and gratuity.
- This minimum fee will guarantee that the room will be private for at least two hours.
- On special event/high demand weekends, or if the room is booked for consecutive parties, a two-hour limit will be enforced (on nights of consecutive parties, we will ensure that both groups are aware that a two-hour limit will be in effect).
- A credit card is required once you have booked the room and agreed to the \$1250.00/\$1000.00 plus tax and gratuity minimum spending requirement.
- Credit card deposit information: Card # \_\_\_\_\_  
Expiration Date \_\_\_\_\_  
Cardholder signature \_\_\_\_\_

**Cancellation policy:**

- 72 hours and before – no charge
- 24-72 hours before – your credit card will be charged \$100.00
- Less than 24 hours before – \$200.00 will be charged to your credit card

**Please sign and date this form and return it to us as soon as possible.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**North Liberty Brown Bottle  
125 E. Zeller St.  
North Liberty, Iowa 52317  
Fax# (319) 626-3900**