

**TUN TAVERN
1ST MARINE CORPS DISTRICT
605 STEWART AVE
GARDEN CITY, NY 11530
PH# 516-228-5616**

TUN TAVERN RULES AND REGULATIONS

1. HOURS OF OPERATION:

- Administrative office hours are 07:00 am to 03:00 pm, Monday through Friday. Tun Tavern tours and contracts are by appointment only.
- On the day of a scheduled event, Tun Tavern will be open one (1) hour prior to the contracted hours.
- All activities related to the renter's event (decorating, deliveries and clean-up) must be done within the contracted rental time to include the one hour prior the event.
- Tun Tavern closes at 12:00 am (midnight). During the contracted hours, Tun Tavern coordinator will be present and shall have sole authority at all times regarding the use of the facility.

2. RESERVATION AND FEE PAYMENT:

- The room rental charge is \$800.00 with an additional \$100.00 per bartender for every 50 guests. For events catered by Tun Tavern, the room charge is \$400.00 with a \$600.00 food order minimum. Audio and video systems are not included.
- Time allotment for all scheduled events is four (4) hours and will not exceed past midnight (12am). Any additional time needed can be purchased for an additional \$150.00 per hour due at contract signing, additional hours will not be allowed unless renter states that additional time is requested when contract is finalized.
- It is the renter's responsibility to ensure that the event concludes within the contracted time schedule. If the DJ/band, caterers and/or guests remain in the facility past the scheduled time, the renter will be charged for the additional time (\$150.00 per hour).
- The rental fee includes the use of the bar area, the dining room and the back patio. A reservation becomes official only after the renters signs a contract and makes a security deposit of \$300.00.
- Renters will provide a valid credit card on file for use in the result of any incidental fees which may include but not limited to damages or cleaning fees as a result of an event. Damage fees will be based on repair cost and cleaning fee is \$150.00.
- Payments are required in full at least 15 days prior to the day of the event. Events will not be scheduled less than 10 days in advance and will be paid in full at time of reservation. A guest list will be required two working days after reservation is made.
- If full payment of balance is not received within 15 days of the event date, the event will be canceled and the renter's full security deposit will be forfeited.**

3. CANCELLATIONS AND REFUNDS:

- If the event is cancelled at least 30 days before the event date, the security deposit will be refunded. The security deposit will be withheld on cancellations made less than 30 days before an event date. All cancellations must be submitted in writing to the Club Manager.
- Telephone cancellations will not be accepted.
- Signed cancellation letters may be hand delivered, mailed or faxed. The fax number is (516) 228-5894. Cancellation becomes effective on the date the request is received by the Club Manager.
- Changes in event dates are treated as a cancellation. In order to reserve another date, the original date must first be cancelled in accordance with rules governing cancellation. A new security deposit will be required in order to book the new date.

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4. ROOM CAPACITY AND SEATING:

- Although the maximum capacity for events is 190, only seating for 100 persons is available which includes bar chairs. If the maximum room capacity is exceeded, the event will be terminated in accordance with city, county and state laws.
- No refunds will be issued if the event is terminated early for room capacity violations.

5. MUSIC AND ENTERTAINMENT:

- All entertainment, including disc jockey (DJ), live bands, performers, etc is subject to approval by the management of Tun Tavern. DJ's will provide their own audio/video equipment.
- Musicians and other entertainers must be in proper attire and all entertainment must be of good taste and in keeping with the image of a government owned facility. The renter is responsible for the behavior of their guests, caterer and entertainers. Tun Tavern Coordinator reserves the right to remove guests or entertainers for unruly behavior. Tun Tavern reserves the right to control the volume of all amplified sound.

6. TEENAGE EVENTS:

The adult sponsoring the event must be 25 years of age or older and assume liability for any damages incurred in conjunction with the event. Teenage events, for groups under the age of 21, must have one (1) responsible adult chaperone for every ten (10) expected guests.

7. ALCOHOL AND SMOKING:

- Alcoholic beverages will be served to only those of legal drinking age during events. The bar will close at least 15 minutes before the end of the event. It is the renter's responsibility to ensure that beer and liquor is not consumed by anyone under the age of 21.
- Any attempt by persons under the age of 21 to purchase or consume alcoholic beverages will result in an immediate cancellation of the party without refund, Tun Tavern has a zero tolerance policy on underage drinking.**
- Smoking is not permitted inside the building. **The only authorized smoking area is the back patio/gazebo.**
- Outside alcohol is not permitted in Tun Tavern. In the event of a guest found with outside alcohol, the alcohol will be confiscated and guest will be asked to leave the facility.

8. CATERING:

- If event is catered by Tun Tavern renters will not be permitted to bring any additional outside food, with the exception of desserts or pastries. Due to sanitation issues no food from events catered by Tun Tavern may be taken off premises. Tun Tavern is not responsible for any food illnesses that may occur from food brought by the host, guests, or caterers.
- Our meals are not "all you can eat". Menu portions are based on the number of guests provided by the host. All menu items are served buffet style. Linens are not provided except for the buffet table. Ceramic plates and silverware are provided for the entrees. Foam plates and plastic ware are provided for appetizers.
- An 18% service charge will be applied to all food totals.

9. BAR SERVICE

- The Club offers 2 types of bar service that will best satisfy your needs.
- Cash Bar: Each guest will pay for their own drink as it is ordered.
- Open Bar: The host agrees to pay for all drinks consumed or a partial amount, determined either by a dollar amount, time, or type of beverage. Once the predetermined amounts have been reached the bar may remain open as a cash bar or close, whichever the host decides best suits their event. A credit card number must remain on file before the event for all open bars to settle the balance after the event.

10. DECORATIONS:

It is the renter's responsibility to ensure that all decorations are removed at the end of the event. To preserve our facility, no tacks, glue, nails and/or staples may be applied to the physical structure. The use of glitter and confetti is prohibited as well as open flames.

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11. LIBALITY:

- Club policies do not permit alcohol beverages of any kind to be brought in or taken off the premises by the host or their guests.
- It is the renters responsibility to clean the facility after the event. Cleanup will include replacing tables and chairs to original setup, vacuuming the entire facility, and wiping down all tables. In the event that the facility is left in a poor state, a cleaning fee will be charged to credit card on file as stated in agreement section 2.
- Any costs associated with damages done to the 1st Marine Corps District premises as a result of persons associated with the function will become the responsibility of the renter.

12. SECURITY:

- For security reasons, a finalized guest’s list must be provided to the Military Guard Force manning the gate. The list is required 15 days prior the event for review. Guest list must be typed and in alphabetical order by last name.
- Renters may not add names to the guest list after the list has been submitted. Any guest that is not on the guest list will not be allowed to enter the facility and will be asked to leave the compound, NO EXCEPTIONS.
- It is the renters responsibility to inform their guest that a VALID state ID is required for entry onto the compound. For anyone under the age of 18 either a school ID or parent will accompany the guest.

13. MISCELLANEOUS:

- Tun Tavern is not responsible for personal property of the renter or their guests.
- Tun Tavern is not responsible for the set-up of tables and chairs. Renters must re-arrange the room the way they found it at the end of the event.
- Fees and charges will not be refunded when it becomes necessary to cancel this agreement by closing the facility due to the detrimental actions by the host and/or guests while using the facility.
- Tun Tavern shall not be liable for loss of fee and additional charges due to cancellation or termination of a scheduled event due to acts of nature, inclement weather, national or local emergency, or other unforeseen circumstances beyond the control of Tun Tavern. However, the renter can reschedule at a later date.
- Tun Tavern reserves the right to cancel any event for Military training or other event. Renter will be notified of cancellation and will be refunded all fees or deposits made towards event, or renter can reschedule without penalty.

I have read and will abide to all of the rules outlined in Tun Tavern rules and regulations.

Print Name _____

Signature _____ Date _____

Date of the event _____ Contract # _____

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