



Parties at The Island Pub

Welcome to The Island! We want to make your special party simple to plan and worry free so we've put together this Island Party Planner for you to see just what kind of special events The Island Pub can offer you.

Party Details

- When you budget for your event, the decisions that affect your cost will include: Your set menu selections, alcoholic and non-alcoholic beverages and any other special services arranged in advance.
- Specific areas of the dining room, as designated on the floor plan, will be made available for your special party. Number of guests, desired level of privacy and interior or exterior seating preferences are some of the factors that will determine your party location.
- Special pre-arranged set menus will be used for large parties. This is to insure that the food service and menu provided meets with our high standards of quality.
- Menu items and pricing are subject to change prior to contracted party agreement.
- Pre-selecting your wines and special Island drinks will insure that we will have an ample supply on hand for your party. You pay only for bottled wines that are opened.
- Live entertainment nights during certain months of the year will not be available for private parties. Check with our special events coordinator for available private party days during the busy season.
- You will be required to sign your estimated contract and return it with the required deposit for your "guaranteed minimum number of guests" so that we can reserve your Island Pub Party date. (This is very important because we need to reserve space for your event before other reservations fill the dining room)

Deposits

A \$10 per person non-refundable deposit is required to reserve your space. Reservations are not considered confirmed until the deposit is received. Deposits can be made by cash, personal check or credit card. The deposit is non-refundable and will be credited to the total bill the day of your party. The final guest count must be confirmed in writing and faxed to 239 263-3180 or e-mailed arntuglad@aol.com to The Island Pub 72 hours before the day of the event. This is to ensure that there is enough time allocated to adequately staffed and provision the party.

Service charge and Sales Tax

Florida Department of Revenue requires that all Food and Beverges served be subject to 6% Sales Tax. Any pre-fixed gratuity or service charge is subject to 6% Sales Tax. If tax exemptions are applicable, it will be the responsibility of the guest to file directly with the Florida Department of Revenue. A 20% service charge will be applied to all food and beverages. The service charge will be added to the subtotal of all charges excluding any additional services arranged in advance.

Final Payment

The remaining balance is due upon conclusion of the event. All alcoholic and non-alcoholic beverages will be run on an open tab system unless otherwise specified. Discounts or promotions are not applicable to party packages.

Frequently Asked Questions

Do you have a private room?

No, but we do have a semi-private dining area that can accommodate small parties up to 20 guests. Our dining room concept is an open plan which disallows events that would require sound or visual separation from our walk-in patrons dining areas.

What is the maximum number of guests accepted for a private party?

We can serve parties of any size from small family gatherings up to our maximum allowable capacity of 159 guests.

Is the restaurant available for a complete buyout?

Yes. Depending on the party size and date of the event the restaurant is available for a complete buyout. Under certain circumstances additional charges may apply.

Can we bring in our own entertainment?

Yes. Provided that the entertainment falls within the requirements of our City of Naples entertainment permit.

May we customize our own menu selections?

Yes. We will be happy to help you with this. However, party menus will generally be comprised of items offered on our regular menu and be subject to the final approval of our chef.

May we bring in table decorations?

Yes. Flowers, balloons and table confetti are permissible. For safety purposes, all plans for special decorations are to be reviewed and approved by The Island Pub management prior to installation.

Do you have specific times for private parties?

Yes. To insure that we can offer the best service, times for parties are limited. Contact our special events coordinator to make sure that your date is available.

How are the tables arranged?

Tables are arranged by the management and staff to insure the comfort and safety of our guests and employees. Any special requests will be considered.

Can we bring our own dessert?

Yes, but there will be a \$2.00 per person plate charge.



LARGE PARTY SPECIAL EVENTS DINING CONTRACT

This is an "ESTIMATED" contract ONLY
All Charges incurred at time of event are due and payable at the end of the event.

Event located at The Island Pub in the Park Shore Resort at 600 Neapolitan Way Naples, Florida 34103 Phone (239) 262-2500 FAX (239) 263-3180

Name of Client (Party Planner/Host) _____ Phone # _____ Cell# _____

Day/ Date/ Time of Party _____ # Guests Attending _____

PARTY SELECTION DETAILS

PARTY PACKAGE DESCRIPTION _____

WINE SELECTIONS _____

OPEN OR CASH BAR _____

NON-ALCOHOLIC BEVERAGES _____

DEPOSIT CALCULATION: \$10 X NUMBER OF GUESTS ATTENDING _____

BALANCE DUE _____

The Island Pub, Inc. will guarantee your reservation *only* upon the receipt of this *signed* contract and deposit. A \$10 per person non-refundable deposit on all events is required. Parties will not be considered confirmed until The Island Pub receives a credit card authorization or a check for a deposit. This deposit is non-refundable under any and all circumstances including but not limited to Acts of God (Hurricanes, etc.) or any other circumstances deemed necessary. The non-refundable deposit will be applied towards the final balance at the conclusion of the event.

By signing your company name, the Party Planner and/or Host, will be held personally liable for any and all charges including any extras added to the contract after the fact.

The Island Pub, Inc. will not be held responsible for any additional items ordered by any and all guests. Party will be billed in full for all extras.

It will be the Party Planner and/or Host's responsibility to inform their guests if additional items are authorized to be ordered. If guests order additional items, it will be assumed by The Island Pub that the addition was approved by the Party Planner and/or Host. (NO EXCEPTIONS !)

This contract is for ESTIMATING the scope of the event and establishing a DEPOSIT based on the number of guests the above client has designated. The final bill may change based on actual consumption and additions.

The Island Pub, Inc. cannot guarantee that you will be able to add additional diners to your reservation. The client will only be guaranteed the total number given on this contract.

Charges do not include 20% service charge or applicable taxes. Party Planner is responsible for filing for applicable sales tax exemptions directly with the Florida Department of Revenue. No coupons will be accepted.

All beverages will be billed on a consumption basis.

No changes, additions or substitutions will be made to the event without written consent of both parties.

Balance is due and payable at the conclusion of the event.

The undersigned agrees to the terms and conditions of this contract.

Signature of Client: _____ Date: _____

The Island Pub, Inc.: _____ Date: _____

CREDIT CARD TYPE: (Circle One) AMEX VISA MC DISCOVER

CREDIT CARD NUMBER: _____ EXP: _____ NAME ON CARD: _____

SIGNATURE OF CLIENT: _____ PRINT NAME: _____