



Pub Event Booking Information

Small Event :

Staffing included: 1 bartender
Max capacity: 40 people capacity
Deposit Rate:
\$70 dollars for 5 hours
\$42 dollar for 3 hours

Medium Event:

Staffing included: 2 bartenders, LU Security (LU)
Max Capacity: 80 people capacity
Deposit Rate:
\$350 for 5 hours
\$210 for 3 hours

Large Event:

Staffing included: 2 bartenders, 3 staff, Maximum Security, DJ and LU Security
Max Capacity: 220 people capacity
Deposit Rate:
\$735 for 5 hours
\$487 for 3 hours

Deposit Details: 50% of net income goes toward the rebate of the deposit to a maximum of the total deposit. The deposit must be paid 1 week in advance of the event. Payments are to be made at the Pub Downunder. Method of Payment Accepted: cash, credit, debit. Pub only, no payments will be accepted at the V-Desk.

OTHER IMPORTANT INFORMATION

Charging cover fees: Groups that book a private event are allowed to charge cover fees.

Music: For small and medium events, you will have the option to choose an SGA Spotify playlist(s) which will run for the duration of the event. Large events are able to use the SGA Pub DJ if desired. No outside music allowed and outside DJ's must be approved.

Contract: A signed contract will need to be signed in order for the event to take place. Contracts will be completed when the deposit is being made.

Food: A food option must be available for any event in the pub. There are two options.

Option 1: Set up an catering service with Chartwells. No alcohol will be served until the food is set up.

Option 2: Use the SGA's discount on pizza. Provide the Pub Manager with the order a minimum of a week in advance with the payment and the SGA will ensure the pizza is ordered for your event. A quote for pizza can be provided ahead of time.