

## Holiday Parties at Quivey's Grove

Thank you for inquiring about having your holiday party at Quivey's Grove. Over the years, many people have made a tradition of coming to Quivey's during the holidays. The warm, homey feel of the Stone House, and the unique rustic atmosphere of the Stable Grill, both decorated with trees, garlands, and bows, make any holiday party special.

### Logistics

Beginning your party in the Stable Grill, with either a cash bar, or open tab sets the mood for the festivities. Making a selection from the enclosed holiday appetizer tray menu would be a perfect way to start. Your holiday dinner will be served in the Stone House. We will try to accommodate your party in as private a dining area as space permits. Final space allocations will be made the day of the party, to best accommodate all of our guests. Parties may order directly from the enclosed Holiday Menu, or you may limit the menu choice offered to your guests that evening, or you may choose a single item for all of your guests. Returning to the Stable Grill, is a delightful finale to a festive party. *Please note pre-dinner appetizers may not be available at certain times on Friday nights due to capacity of the bar room.*

### Reservations

All reservations are on a two hour basis, from the time the reservation begins. A \$100 deposit is required to make a reservation, along with a signed reservation form. To make a tentative reservation, call our office with date, time, and party size. Then mail or call in your \$100 deposit along with the enclosed signed reservation agreement. A tentative reservation will be dropped after five business days unless we receive your \$100 deposit and a signed reservation agreement. Full refund of deposit will be issued for a cancellation up to two weeks prior to the party. No refund will be issued if canceled later than two weeks.

### Planning and Confirmations

All planning and decisions regarding your party need to be completed no less than 10 days prior to your party. Final guaranteed guest count must be received no less than 5 days prior to your party. Please submit all information by phone (608-273-4900), or email ([info@quiveysgrove.com](mailto:info@quiveysgrove.com)).

### Payment

All charges will be tabulated on one guest check, with 20% gratuity, and 5.5% tax added. If party size is less than guaranteed a \$20 per person "no show" charge will be added to your bill. Separate checks can not be issued. Payment can be made by cash, check with drivers license # or credit card. Menu and prices subject to change without notice until final details set 10 days in advance of your party date.

### Stable Grill

Cocktail and appetizer parties as well as Holiday Dinner Parties are available in the Stable Grill on a limited basis. Please call for further information.

### Considerations:

- Will the group be gathering in the Stable Grill Bar prior to dinner reservation?
- Will beverages be on an open tab, drink tickets, limited in any way, or on a cash basis?
- Will there be a pre-selection of wine offered to the group.
- Will appetizers be served in the Stable Grill from the Holiday Appetizer Tray Menu? Pre-ordered 10 days in advance.
- Are there any disabilities in the group that would prohibit 2<sup>nd</sup> floor seating?
- Should individual appetizers from the Holiday Dinner Menu be offered in the Stone House?
- Will the guests be ordering from the menu? Should the menu be limited in any way?
- Will dessert be offered to the guests? Should after dinner drinks be offered to the guests?
- Will the group be returning to the Stable Grill after dinner?

# HOLIDAY RESERVATION FORM

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Group Name \_\_\_\_\_ Street: \_\_\_\_\_  
Contact Name \_\_\_\_\_ Address2: \_\_\_\_\_  
Phone (work) \_\_\_\_\_ City/St/Zip \_\_\_\_\_  
Phone (Cell) \_\_\_\_\_  
Email \_\_\_\_\_  
Date of Party \_\_\_\_\_ Guest count \_\_\_\_\_  
**Cocktail time:**       **Stable Grill** (limited availability on Fridays)  
**Dinner Time:**       **Stone House**

**DEPOSIT Amount:** \_\_\_\_\_ **Date Due:** \_\_\_\_\_

Planning Deadline: \_\_\_\_\_

Confirmation of Guest Count Due \_\_\_\_\_

We will try to accommodate your party in as private a dining area as space permits. Final space allocations will be made the day of the party, to best accommodate all of our guests. Changes in party size must be phoned or mailed in no later than 5 business days prior to your party. Your \$100 deposit will be applied to your bill if actual party size is as confirmed. Otherwise a \$20 per person "no show" charge will be deducted from the deposit, the balance applied to your bill.

## Reservations

All reservations are on a two hour basis, from the time the reservation begins. Late arriving parties will forfeit part of their two hour allotment. Coffee and or dessert may not be offered if time does not permit. Please have consideration for other groups who follow you. Full refund of the deposit will be issued for a cancellation up to two weeks prior to party. No refund will be issued if canceled later than two weeks.

## Planning and Confirmations

All planning and decisions regarding your party need to be completed no less than 10 days prior to your party. Final guaranteed guest count must be received no less than 5 days prior to your party. Please submit all information by phone (608-273-4900), or email ([info@quiveysgrove.com](mailto:info@quiveysgrove.com)).

## Payment

All charges will be tabulated on one guest check, with 20% gratuity, and 5.5% tax added. If party size is less than guaranteed a \$20 per person "no show" charge will be added to your bill. Separate checks can not be issued. Payment can be made by cash, check with drivers license # or credit card.

Signed \_\_\_\_\_ Date \_\_\_\_\_

*Please sign and return with deposit*