



Reservation Information & Large Party Guidelines

Thank you for choosing Half Penny Public House to host your event!

We appreciate your business and look forward to meeting the needs of your event. For your information, some basic details on how we typically handle reservations and/or large parties are outlined below. **In order for us to provide the best service for not only your party, but also our regular customers, we ask that you read the information provided below, and then submit your request for a reservation using the following form.** Please feel free to contact us with any questions!

- Half Penny will accept reservations for large parties based on a first come, first booked policy. Due to the limited amount of seating we have available, we are only able to commit seating for a certain amount of people for any given time, while still being able to serve our normal clientele.
- We do not take reservations later than 6:30pm.
 - Monday evening's reservations will not be accepted later than 5:30pm.
 - Depending on other events that may be happening (e.g. sporting events, live music, trivia, etc.), we reserve the right to change when we will accept a reservation at any time.
- If your party is booked for a certain time, at least ½ of your party must be present within 20 minutes of that timeframe, or Half Penny reserves the right to pull tables from your reservation to accommodate the existing needs of the restaurant.
- You may come in early and decorate for your event, but we have a zero tolerance policy for confetti and/or glitter. If you decorate using confetti and/or glitter, an automatic \$25 cleaning fee will be applied to your tab. As the person submitting this request, you are responsible for communicating this to the people in your group, as well as being responsible for the cleaning fee (if applicable).

RESERVATION REQUEST INFORMATION TO SUBMIT TO HALF PENNY

Date of Event:	Time:	# of People:
Contact Name:	Contact Phone:	
Contact Email:		

Please help us prepare for your party! Mark all that apply:

<input type="checkbox"/> Appetizers (off regular menu)	<input type="checkbox"/> Entrees (off regular menu)	<input type="checkbox"/> Catered Food (pre-ordered)
<input type="checkbox"/> Want seating at tall tables	<input type="checkbox"/> Want seating at low tables	<input type="checkbox"/> Celebrating an event*
<input type="checkbox"/> Bringing in your own dessert (Must be store purchased)	<input type="checkbox"/> Coming in early to decorate (No confetti or glitter)	<input type="checkbox"/> Other (Please describe below)

Additional Info:

(*What event are you celebrating, special requests, etc.) _____

Contact Signature:	Date Reservation Request Given to HP:
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Drop your request by Half Penny at 3743 Commercial St SE or email halfpennymgr@gmail.com