

OTLP – Liberty Park Private Venue Form
11967 Liberty Parkway, Vestavia Hills, Al 35242

Contact Person: _____	Event Date: ____/____/____
Contact PH: _____	Event Time: _____
Contact Email: _____	Event Day: _____

Bourbon Room Event Room Patio (Lower/Upper) Conference Room Other: _____

Credit Card Authorization Form
Card Type: _____
Cardholder Name: _____
Card Number: _____
Expiration Date (MM/YY): _____ CVS: _____

Deposit Fees:	
Bourbon Room:	\$150
Event Room:	\$150
Patios:	\$150
<small>*Nonrefundable if cancellation is less than 7 days. <u>For small groups (under 20 ppl): \$400 minimum plus gratuity.</u></small>	

<p>Authorization: I authorize (OTLP) to charge my listed credit card above for the agreed upon venue fees. Additionally, I agree to forfeit my deposit fees if I am unable to cancel or reschedule my event within 7 days of my event.</p> <p>X _____ Date: _____</p>
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- Additional information:*
- Please confirm catering details of your event 7 days out.
 - Please inform us as soon as possible if special items are needed for your event: i.e. alcohol requests, Audio video equipment, music, etc.
 - Outside alcohol/beverages/food are not permitted.
 - Specialized or smaller alcohol menus are available upon request.
 - Upstairs is not elevator accessible.
 - Upstairs is accessible to separate bathrooms.
 - Please ask about decorations & how to hang/display when you can bring things in.
 - Smoking, cigars, gambling, etc. are not allowed on the premises.
 - Gratuity of 20% is applied to parties 50 & below. Parties of 51-150 ppl, gratuity is 25%.

Lastly, please feel free to contact us with any questions. We want you to have a great time!

Micheal, Cathy, Cassidy, Todd
PH: 205.637.6141
Email: ontaplibertypark@gmail.com

OFFICE Notes: _____