



GROUP \_\_\_\_\_ DAY \_\_\_\_\_ DATE \_\_\_\_\_

Contact \_\_\_\_\_ PHONE \_\_\_\_\_

E-Mail \_\_\_\_\_

ROOM \_\_\_\_\_ ARRIVAL TIME \_\_\_\_\_

SET FOR \_\_\_\_\_ CONFIRMED # \_\_\_\_\_ CONF. DATE \_\_\_\_\_

**Bar Service**

**FOOD SERVICE**

**Appetizers**

**Time \_\_\_\_\_**

**Room Setup**

**Salad**

**Time \_\_\_\_\_**

**Entree**

**Time \_\_\_\_\_**

**Decorations**

**Room Fee \_\_\_\_\_**

**Microphone \_\_\_\_\_**

**Projector \_\_\_\_\_**

**Off Site Fee \_\_\_\_\_**

**Dessert**

**Time \_\_\_\_\_**

**TERMS AND CONDITIONS**

1. All items purchased during event are subject to 8% sales tax and 24% service fee. We accept major credit cards, personal checks and cash.
  2. If booking a group of 25 people or more the person booking will be responsible for \$15 pp lunch or \$20 pp dinner due on the night of event.
  3. The number of guests stated on this agreement may change up to 7 days prior to the event. At this time this guarantee will be the minimum number for payment due.
  4. If number of guests increases after 7 day deadline, persons may be subject to a 25% surcharge to accommodate the renewed number in party.
  5. Food and Beverage choices must be decided and final 7 days the scheduled event date.
  6. Cancellation must be 10 days before scheduled event date to receive deposit refund. If cancellation is after the deadline, persons will lose deposit and may be subject up to 25% charge of total bill.
- Thank you for letting us host your event.

Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_ Client's Signature \_\_\_\_\_ Date \_\_\_\_\_