

Name:

Company:

Address:

Home Phone:

Cell Phone:

Alternate Phone:

E-mail:

Party Room Location:

Party Date:

Arrival Time:

Exit Time:

Guaranteed Number of Guest:

Guest Count Confirmation Date:

Event Name:

Additional Details:

Check:	One check	Other:
Menu Selection and price:	Custom	Other:
Bar Selection:	Cash Bar	Open Bar
		Other:

Credit Card: Expiration:

- 1) A \$200 room charge is required and will be secured from the client. The room charge is non-refundable. We accept Cash or Credit Card.
- 2) The reserved unoccupied space may be released at management's discretion if the party arrives one hour later than the scheduled arrival time.
- 3) Changes and Guest Count Confirmation must be made five days before your event date via phone or e-mail: _____, if the client fails to confirm a guaranteed guest count, the bill will reflect the expected guest count on file.
- 4) The client will be responsible for the number of guest guaranteed with the final count, even if fewer guest attend. If more guest arrive, the client is responsible for the additional meals consumed.
- 5) The room you have selected to reserve has a food and beverage minimum. The food and beverage minimum is _____.
- 6) The room that you have selected has a room charge of \$200.00
- 7) Separate checks are not available but in the event the client needs separate checks a 25% gratuity must be paid by the client off the room minimum. Also any WALKED CHECKS must be paid by client NO EXCEPTIONS will be made.
- 8) The room is for three hours from start to finish. If client wishes, they may purchase additional hours for \$200 per hour.
- 9) If the customer wished to cancel, cancellation must be done at least two week in advance. Failure to do so will result in the forfeiture of the deposit. The refund will be credited back to the credit card; we DO NOT give cash back.
- 10) All pricing is subject to 25% service charge of the minimum or higher, 8.125% sales tax and 0.825% alcoholic tax.
- 11) Semi-private area available, please inquire with management.
- 12) Glitter and/or Confetti clean up fee \$75.00.

ADDITIONAL ITEMS:

- Table Cloths @ \$4.00 (This does NOT apply in the banquet room)
- Audio/Video equipment available in either room at no additional cost.
- Music available at an additional cost of \$175.00

Client Signature & Date: _____

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