



Banquet Contract



Party Name

Contact Person

Phone Number

Email

Fax

Day Requested

Credit Card
 Visa
 Master Card
 American Express
 Discover

Card Number

Expiration

Event Date

Event Time

Number of Guests

Table Set Up

Comments

Entree #1

Entree #2

Entree #3

Entree #4

Dessert #1

Dessert #2

Appetizer Selection

Cash Bar

Open Bar

Wine Selection

The banquet room includes the use of our audio/visual equipment. Prices include house salad, entree, dessert and non-alcoholic beverages. We require confirmation of menu selection and guest count 72 hours before event time. In order to use the room in its entirety, you must commit to a minimum room amount (refer to "Day Requested" above). Minimum charge does not include 7.4% tax or 20% gratuity. We require a 20% deposit to hold your reservation. This amount will be credited toward your final bill. Deposits may be paid with credit card, cash or check. Deposits become non-refundable 14 days before event date. In the event that you do not show for your reservation or cancel after the 14 day cut off, you will be billed the minimum for that day. You will have use of the room for up to 3 hours and will be charged \$150 per hour after allotted time (unless arrangements have been made prior). This contract must be signed and dated for reservation to be valid.

Authorized Signiture

Date

Event Coordinator

Date