

## Customer Contact Information

Occasion: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Host(s): \_\_\_\_\_ Headcount: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Will alcohol be served? Yes \_\_\_ No \_\_\_ Will there be a DJ or Band? Yes \_\_\_ No \_\_\_

## Terms and Conditions

Non-refundable Facility Fee is \$200

Reservations are not held without facility fee and completed customer contact form

Bartender(s) are an additional \$25 per hour and are required if alcohol is served

We do not provide any alcohol, you must bring in your own the day prior to scheduled event

No kegs or bottled beer permitted

\$ 1000.00 minimum (tax, gratuity & facility fee not included)

The final head count and menu choices are required 7 days before the event

Tablecloths may be brought in, we do not provide

Clear plastic plates and cups are used unless otherwise noted

No confetti or glitter of any kind permitted

Dessert may be brought in

**PAYMENT IS DUE IN FULL THE DAY OF EVENT**

***PLEASE READ CAREFULLY***, by signing below you agree to all terms and conditions:

\_\_\_\_\_  
Signature of responsible party

\_\_\_\_\_  
Date