

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 held until facility fee is paid and this form completed

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 from another location

PAYMENT IS DUE IN FULL THE DAY OF EVENT

By signing here, you agree to all terms & conditions:

Signature of responsible party

Date