



*Deposit & Payment: Colin's Seafood and Grill is in receipt of a \_\_\_\_\_ deposit, thank you! The balance is due upon completion of the party on \_\_\_\_\_. We gladly accept credit cards and cash as forms of payment.*

Name on the reservation: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Time of the Event: \_\_\_\_\_

Number of People in Party: \_\_\_\_\_

Black Tablecloths Requested? Extra \$25.00 fee \_\_\_\_\_

*The \$100.00 deposit will be returned at the end of the event in cash or can also be used toward one bill. For check presentations, we will do a maximum of one check and form of payment per table. Please be prompt for your event as you will have a maximum of 3 hours to use the room. At the time the event ends, please have all guests and belongings out of the room. Failure to exit the room by the end of the scheduled time could cause forfeiture of the deposit or cause the host of the event to be liable for additional costs. Please inform us as soon as possible if your guest count changes. Since we have additional staff scheduled to care for the party, failing to have more than half of the number people previously booked may cause forfeiture of all or a portion of the deposit if less than one day's notice is given to the restaurant.*

*Room Condition: The host of the party is responsible for leaving the room in good condition upon the conclusion of the event. If any belonging brought in by the party damages the room or rented tablecloths (i.e. cake icing, decorations, etc.) then a portion of the deposit will be retained and/or the host will be liable for additional costs. There can be absolutely nothing taped/affixed to the walls of the party room. No confetti decorations on the table.*

*Cancellation: If the Client cancels a contracted event within 5 days of the event, Colin's Seafood and Grill may retain all or a portion of the received deposit as liquidated damages.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS VERIFICATION WILL RESERVE YOUR DATE AND SIGNIFY YOUR APPROVAL OF THE CONDITIONS HEREIN.**