

# Private Luncheon Contract

Please fill out the information below: A \$50.00 deposit and signed contract is required to confirm private room reservation.

GROUP NAME / OCCASION \_\_\_\_\_ DATE OF PARTY \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ ARRIVAL TIME \_\_\_\_\_ Host / Hostess

CONTACT PHONE NUMBER \_\_\_\_\_ \_\_\_\_\_ Guests

EMAIL \_\_\_\_\_

Drinks: \_\_\_ Open bar \_\_\_ Cash Bar \_\_\_ Wine with Dinner \_\_\_ Champagne Toast \_\_\_ Alcoholic Punch Bowl \_\_\_ Non Alcoholic Punch Bowl

Appetizers: \_\_\_\_\_

Entrée Selections: 1. \_\_\_\_\_ \$ \_\_\_\_\_

2. \_\_\_\_\_ \$ \_\_\_\_\_

3. \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ Children's Menu: Chicken tenders and fries, soft drink and dessert \$ \_\_\_\_\_

\_\_\_\_\_ Special Dietary Needs: \_\_\_\_\_

TOTAL GUEST COUNT \_\_\_\_\_ ( Please confirm the number of meal selections one week in advance).

Dessert: Included: \_\_\_ Creme Brûlée \_\_\_ Ice Cream

Additional Charge: \_\_\_ Premium Dessert Tray \_\_\_ 1/4 Celebration Cake

Writing on Cake \_\_\_\_\_

DINING ROOM \_\_\_\_\_

Table Arrangement

Please call us and we will assist you on the room layout.

Things to consider:

\_\_\_ Appetizer Table \_\_\_ Wheelchairs \_\_\_ Cake Table \_\_\_ Gift table

\_\_\_ Centerpieces \_\_\_ High Chairs Will there be a presentation? \_\_\_\_\_

\_\_\_ Food and Beverage Minimum \$800.00 \_\_\_ Early Opening Fee - \$50.00 per half hour

\_\_\_ Wedding ceremony Fee \$300.00 \_\_\_ Screen Rental \$35.00

Deposit: \$ \_\_\_\_\_ Credit Card \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ Date \_\_\_\_\_

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