

Reservation Contract

Date of Booking _____ Date of Event _____ Confirm Date _____

Contact Name _____ Phone Number _____

Type of event _____ Number of guests _____ # of Children _____

Date/Time Set Up _____ Time of Event _____ Arrival Time _____

Serve Time _____

PAYMENT METHOD:

Cash Check Credit Card (+ 4% service fee) Card: _____ Exp _____ # _____

Non-refundable Deposit \$ _____ Date Received _____ By: _____ Bal Due date: _____

SEATING:

Will you need a Head Table? Yes / No How many people? _____

'Reserved' Tables? Yes / No How many? _____

Assigned Seating? Yes / No For Who? _____ (Host will direct guests & arrange seating cards)

High chairs / Booster Seats? Yes / No How many? HC _____ Booster _____

Special Tables? Gift Table Cake Table Guest book Table A/V Table Display Table

Entry Arch? Yes / No \$ _____ Punch Fountain Yes / No \$ _____ Other _____

LINENS (Table cloths, napkins)*: Yes / No Table Skirting? Yes / No \$ _____

Color of tablecloths? White / Ivory / Other _____ \$ per table

Color of napkins? White / Ivory / Other _____ \$ per person

Cocktail napkins? Yes / No Color? _____

CHINA Yes / No FLATWARE Yes / No @ \$ per person

Black Plastic plate Yes / No @ \$ per plate

*Additional cleaning charges may apply if you use confetti

EQUIPMENT OR STORAGE NEEDS: Yes No Rental charge (tax not included)

Dance floor Microphone TV/VCR/DVD Screen

Storage area //Items in storage:

Refrigeration / Freezer

Other

09/12

WEDDING INFORMATION:

Name: _____

Date of Event: _____

Total # of guests: _____ Location: _____

Time of Service: _____ Length of Service _____

Host / Hostess Name(s)

Duties: _____

Description	Name of Company	Phone Number	Arrival Time
Decorator			
Florist			
Bakery			
Photographer			
DJ / Band			
Limo			

ADDITIONAL INFORMATION:

Items from church to reception?

Who will be bringing them? _____

Music: Will there be dinner music? Yes / No When will dance begin & end? _____ -

CAKE (bring a container for your cake top if you plan on bringing it home):

Will you have your own serving knife? Yes / No

Will you cut your cake or will we? Guest / EVENTS

Cake cutting/serving fee \$ _____

What time during reception will the cake be cut? _____

BEVERAGES:

****We recommend that toasting take place after dinner to ensure that servers can deliver quality meals.**

****A _____ liquor tax will apply to any host liquor.**

****A butler charge of \$50 will apply for beverages or appetizers being passed.**

****Last Call is at 11:30pm; Last drink 11:45pm; DJ is done playing at 12:00am; Doors close at 12:30am**

Punch? Yes / No Gallons _____ Flavor _____ Coffee? Yes / No Gallons _____

Cash Bar? Yes / No Host Bar? Yes / No Both? Yes / No Serving Times: _____

Kegs of Beer? Yes / No How many? _____ Free / Charge How much? _____

Wine? Yes / No How many bottles? _____

Wine Preference _____

Champagne? Yes / No How many bottles? _____

Champagne preference _____

Will there be a wine or champagne toast? Wine / Champagne Who will be served? _____

Any other requests for the serving of beverages? _____

Meal Service: A _____ % Gratuity Charge, + MN sales tax, will apply to all food, beverages, & linen

What time would you like your meal served?	
Will someone be saying a prayer before the dinner?	Who:
Appetizers to be served: _____	
Time for appetizers:	Buffet style or Butler passed?
Entrée Selection:	Salad & dressings:
Starch:	Veggie:
Dessert:	

NAME: _____ Date _____

Main Course:

\$ _____ Person X _____ people ****Main Course sub total** \$ _____

Appetizers / Dessert:

(1) _____ \$ _____ (2) _____ \$ _____

****Apps / desserts sub total** \$ _____

Non Alcoholic Beverages: \$ _____ per _____

****Beverage sub total** \$ _____

Rental fees: LINEN (_____) @ \$ _____ \$ _____

SKIRTING @ \$ _____ \$ _____

CHINA, SILVERWARE _____ @ \$ _____ \$ _____

NAPKINS (_____) @ \$ _____ \$ _____

Other charges: _____ \$ _____

***Fees & other charges** \$ _____

Food and Other Charges sub total \$ _____

Alcoholic Beverages:

Wine: _____ Bottles @ \$ _____ \$ _____

Champagne: _____ bottles @ _____ \$ _____

Beer Keg(s) _____ @ \$ _____ \$ _____

Bartender Fee \$ _____ Token Fee \$ _____

Other liquor \$ _____ ****Liquor sub total** \$ _____

Sub Total **ALL \$ _____

6.875% MN Sales Tax (food & other) \$ _____

9.375% MN Liquor Tax \$ _____

Gratuity & Service charges @ _____ % \$ _____

TOTAL DUE \$ _____

Check received \$ _____

+ 4% CC finance fee \$ _____

Customer signature date **Balance Due** \$ _____

_____/_____
EVENTS signature date **Less Deposit:** \$ _____ date _____

_____/_____
Grand Total Due: \$ _____ **Pd in Full** _____

CANCELLATIONS:

Deposit for event is NON-REFUNDABLE.

Cancellations received 60 – 90 days prior will result in a 30% charge of the total bill.

30 – 59 days prior will result in a 50% charge of the total bill.

29 or fewer days prior will result in a 100% charge of the total bill.

Customer Signature _____ **Date** _____

GUARANTEED ATTENDANCE:

For groups up to 25 people: Final count for an event must be received 10 full working days prior to the event.

This count will become your guaranteed number and is not subject to reduction. Increases to your guaranteed number above 10% are subject to approval.

For groups above 25 people: final count for an event must be received 7 full working days prior to the event.

If attendance falls below 80% of the guaranteed number, 95% of the total bill will be charged.

If attendance is more than 10% over the guaranteed number, we will make every effort to accommodate

your group.

However we cannot guarantee availability of additional items as specified in the original order and will substitute accordingly.

Customer Signature: _____ **Date:** _____

UNUSED FOOD & BEVERAGES RELEASE FORM:

I WILL / WILL NOT be taking any leftover food and/or nonalcoholic beverages that have not been consumed during my event. I will be responsible for the packaging and safe handling of these items.

Signed: _____ date: _____

OTHER HELPFUL INFORMATION: