



## CREDIT CARD AUTHORIZATION FORM FOR LARGE GROUPS AND CATERING RESERVATIONS

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Reservation Date \_\_\_\_\_ Reservation Time \_\_\_\_\_

I, \_\_\_\_\_ hereby authorize the use of my credit card to secure the dining reservation for the above group/order.

Deposit Amount \_\_\_\_\_ Group/Company \_\_\_\_\_

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code (CVC) \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Billing Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ Phone Number \_\_\_\_\_

### BOOKING CONFIRMATION AND DEPOSIT

All tentative functions will be confirmed on receipt of a deposit based on the estimated cost of food and beverage along with this signed Terms and Conditions acknowledgement. Deposit amount will not be charged unless there is a cancellation without notice. Card information will be on hold. All charges apply at the end of the event. Deposit amount: \$20 per person.

### FUNCTION CANCELLATIONS

Deposit is fully refundable if notified in writing more than 14 days before scheduled event. Cancellation after 14 days prior to event, 50% of deposit will be refunded with the remained applied to a handling charge. Functions cancelled less than 7 days prior will forfeit the entire deposit.

### GUARANTEED NUMBERS

To ensure the efficient execution of your event, a guaranteed number of guests is required 48 hours prior to the function date by 12:00pm. Final charges will apply on guaranteed number or on final head count, whichever is greater.

