

Reservation Agreement

Thank you for giving us the opportunity to serve you and your guests.

Your reservation has been accepted on _____ during the hours of _____ to _____. The following is a listing of our reservation policies:

Guarantee: We will require a credit card to guarantee your reservation. We will not charge your credit card until the date of your event.

Room Fee: A Room fee is required the night of your event. If the food and beverage costs exceed the room fee, we will waive the room fee at the time of your function.

Harvard Room - \$100.00 **Playloft - \$300.00**

Cancellation:

We understand that it may be necessary to cancel your event. We ask that you give us as much notice as possible to make the room available to other guests. In the event that your function is cancelled with less than 72 hours notice, your credit card will be charged 50% of the function total or the room fee whichever is greater upon cancellation.

Please fill out and sign the items below to confirm the reservation.

Contact Name: _____

Company Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Fax # (if customer wishes): _____

Number of Guests _____ Serving Time _____

Credit Card Number & Exp. Date _____ -- ____ / ____

I understand the guarantee, room fee and cancellation policy set forth above and agree to honor these policies as stated.

Signature

Date