

This form must be completed for each room reservation

Date of reservation requested: _____ Time: _____

Date taken _____ Employee: _____ Paid (circle one) Yes / No

Type of Activity;
Business meeting, Independent Consultant etc. Name _____

None Profit - Name _____

Personal use, i.e. birthday, showers etc. _____

How many persons _____ actual or estimated (circle one)

If less than 6 persons the fee is \$25.00 in addition to the \$25.00 gift card

Contact information:

Name: _____

Phone: _____

E-Mail: _____

****NO OUTSIDE FOOD ALLOWED OF ANY KIND ***

Business Agreement:

\$25 gift card is required for each reservation, per hour for each business and personal type reserved date.

Which will hold the reservation. The card will be kept until the event. We will use the card to pay for purchases related to the reservation. If the balance is less than the 25 minimum fee we will keep the remaining balance.

Personal Agreement:

Pre-purchased \$25.00 Gift card to hold and reserve the date.

The card can be used for items during the event.

Non-profit:

No Charge.

A 25.00 reservation fee will be charged for any cancelation without 5 days' notice of prior to event.

Customer Agrees to our terms by signing below;

We do reserve the right to make changes due to unforeseen circumstances.

Signed: _____

Name: _____

Date: _____