BANQUET ROOM RESERVATIONS

RESERVATION DATE:___M T W T F S__ |_____/_____/_____ **# OF GUESTS**:_____

ARRIVAL TIME: _____:_____ **DEPARTURE TIME**: _____:_____

CUSTOMER NAME: _____ **PHONE #:** _(_____)_____-_____

TYPE OF ORGANIZATION / MEETING:_____

ADDRESS OR E-MAIL:_____

CONFIRM LOCATION: _____ **PRIVATE**: ☐ YES ☐ NO

MEAL OPTIONS: ☐ BUFFET (UP TO 85 GUESTS) ☐ **MENU** (UP TO 10 GUESTS) ☐ **LIMITED MENU** (10-20 GUESTS)

ROOM FEES & POLICIES

- $200 Minimum Purchase Required for Private Parties.
- Room Fee - $75.00/hr Per Room (waived for first 2 hours of private parties).
- $100 Deposit Required for Reservations. Deposit is applied to final purchase on the day of the reservation.
- An 18% service charge will be charged.
- 6% Tax applies to all purchases.
- Groups of 15 or more will receive a single check. Separate checks are not offered.

Groups on Saturdays must be Buffet Only.

CANCELLATION: Notification of cancellation must be received at a minimum of 48 hours before reservation. Deposit fees will not be refunded for cancellations made with less than 48 hours of notice.

GUARANTEE: Total group count must be provided 72 hours prior to reservation date. Party will be charged for no less than 10 people less than the original reservation count.

FOOD & BEVERAGE: No outside food or beverage. All food must be purchased from Dutch-Way Restaurant or Dutch-Way Farm Market. Buffet food may not be taken home, including individual wrapped items from the buffet and ice cream cones. To-go beverages, menu orders, purchases from our Farm Market and additional take-out orders may be taken home.

RESPONSIBILITY: Dutch-Way will not accept responsibility for the lost, damaged or stolen personal items.

EQUIPMENT: Reservation holder will be charged for the loss or damage of equipment.

SIGNAGE: No items may be placed on any banquet room wall without the consent and assistance of Dutch-Way Restaurant personnel. No duct tape, clear tape or sticky adhesives, except for masking tape, may be placed on the banquet room walls. No push pins or tacks may be used at any time. Any damages to the banquet room will be the responsibility of the party.

ENTERTAINMENT: All entertainment must be approved by Dutch-Way. Special arrangements and set-ups must be finalized prior to your event. When applicable (including dance floors), entertainers must show proof of Liability Insurance and provide a copy for Dutch-Way to keep on file.

PLEASE CHECK ALL THAT APPLY:

☐ MICROPHONE / SPEAKER **$15**

☐ SCREEN **$5** ☐ PODIUM **$5**

☐ PITCHERS OF DRINKS **$8 PER PITCHER**

- ☐ OJ **QTY**_____
- ☐ MILK **QTY**_____
- ☐ CHOCOLATE MILK **QTY**_____

DRINK TOTAL:_____

☐ COFFEE / DONUT STATION **$2 PER PERSON**

COFFEE / DONUT TOTAL:_____

☐ CAKE ORDERED FROM BAKERY

- ☐ PAID IN STORE
- ☐ CAKE TOTAL TO BE BILLED:_____

☐ CAKE TABLE ☐ GIFT TABLE

SPECIAL INSTRUCTIONS / SETUP:

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BANQUET COORDINATOR ONLY:

DATE ENTERED IN BOOK:_____ DATE CONFIRMED:_____ INITIALS:_____

DATE DEPOSIT PAID:_____