

Reservation Policies

Contact: _____ Date of Event: _____

Of Guests Expected: _____ Guest Minimum: _____

Time: _____ CC#: _____ Expiration: _____

Please sign and return one copy of this contract with your deposit, payable via check or credit card, retaining a copy for your records.

To confirm your reservation a non-refundable deposit of \$10.00 per guest is required. This deposit will be subtracted from your final bill, however, it is non-refundable should your party choose to cancel. One check will be presented and final payment is due upon completion of the event.

Guarantee Policy: A guaranteed final guest count is due two (2) business days prior to your event. If a guarantee is not received, the client will be charged the applicable fee based on the number of guests originally contracted when the reservation was made or for the number of guests in attendance, whichever is greater. Should the actual number of guests fall below the guarantee, client will be charged the applicable fee*. We will prepare for 10% above the guaranteed number.*

Cancellation Policy: Should the client cancel within three (3) business days of the scheduled event client will be charged the applicable fee for the number of guests originally contracted.*

**Applicable Fee: Client will be charged at \$55.00 per person for events at The Little Rhein Steak House and \$75.00 per person for events at Fig Tree Restaurant for each person less than the guaranteed number.*

Tax exempt organizations must furnish a certificate of exemption to the restaurant in advance of the event.

All food and beverage is subject to 20% gratuity and applicable state sales tax. Prices are subject to change and will be confirmed thirty (30) days prior to your function.

Dining room and seating arrangements will be based on your final guest count.

A signature below indicates that you have read and consent to the terms of this agreement.

Signature: _____ Date: _____