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Name of Group _____ Number Attending _____ Date _____ Time _____

Location ☐ Terrace ☐ Lounge ☐ Wine Room ☐ Grill Room ☐ West Dining Room

Menu Selection ☐ \$65.00 ☐ \$84.00 ☐ \$102.00

Other (please specify) _____

Name of Organizer _____ Phone _____ Fax _____

Group Representative / Host on site _____

Email Address _____ Postal Address _____

Purchased by:

Name _____ Phone _____ Fax _____

Deposit _____

Payment Details: ☐ Credit Card ☐ Company Cheque (must be pre-authorized)

Credit Card # _____ Expiry date _____

3 Digit Visa & MC Security Code [CVV2] _____ 4 Digit AMEX Card Security Code [CID] _____

Visa & MC CVV2 codes are found on the back signature panel or a separate panel to the right. AMEX Codes are found on the front above the card number.

Credit Card Company Customer Service Phone # (on back of card) _____

Credit Card Holders Billing Address _____

(if different than above)

Date Booked _____ Signature _____ Booking Manager _____

(Office use): CC Verification # _____ Manager _____ Date _____

CONFIRMATION OF BOOKINGS

Manager on Duty must approve and confirm all bookings and cancellations. To confirm your booking the attached form must be completed and returned, by fax or email, within 5 working days of a tentative booking being made, otherwise the management reserves the right to release the booking and allocate the space to another client.

PRIVATE DINING

Bookings requiring "exclusive use" of the entire venue will be subject to a minimum expenditure. A change of date or an increase in numbers may change this amount.

CANCELLATION

Cancellations within 7 days are charged 50% of the deposit. Cancellations within 72 hours are charged 100% of the deposit. Cancellations only accepted by email or fax.

DEPOSITS + PAYMENT

A deposit payable by credit card or certified cheque is required upon booking. The balance is due immediately upon the conclusion of the event. "Exclusive use" bookings of the entire venue and wine room require a deposit of 50% of the agreed menu price expenditure 30 days prior to the event taking place. We accept all major credit cards and company cheques by prior agreement.

GUARANTEED NUMBERS

A guarantee on the total number of attending guests is required 48 hours prior to the event. If this number decreases within 24 hours of the event, a charge appropriate to the agreed upon menu price may be applied.