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Name of Group \_\_\_\_\_ Number Attending \_\_\_\_\_ Time of Group \_\_\_\_\_

Date of Group \_\_\_\_\_ Location  Main Dining  Wine Room  Lounge

Menu Selection  \$55.00  \$65.00  \$75.00  \$89.00  \$99.00

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.