

# ***Wurst Haus Restaurant***

## ***Private Group Reservation***

### **Private Group Reservation Agreement**

**Group/Party Name**\_\_\_\_\_

**Contact Name**\_\_\_\_\_ **Contact Phone#**\_\_\_\_\_

**Email**\_\_\_\_\_

**Number of Guests**\_\_\_\_\_ **Date of Event**\_\_\_\_\_ **Time of Event**\_\_\_\_\_

**Type of Event**\_\_\_\_\_

**Room/Table Set Up**\_\_\_\_\_

**One Check**\_\_\_\_\_ **Separate**\_\_\_\_\_

**Credit Card#**\_\_\_\_\_ **Exp. Date**\_\_\_\_\_

**Signature of Card Holder**\_\_\_\_\_ **Date**\_\_\_\_\_

**Menu Type:** Open\_\_\_\_\_ Set Menu\_\_\_\_\_

#### **Beverages:**

- \_\_\_\_\_ Non-Alcoholic-Tea, Coffee, Soda, Water
- \_\_\_\_\_ Beer and Wine-Host will pay and preselect.
- \_\_\_\_\_ Open Bar-Host will pay for all Liquor, Beer and Wine ordered.
- \_\_\_\_\_ Cash Bar-Guest pay for drinks individually.

### **Policies and Arrangements for all Private Groups**

- *We must receive the contract signed within 48 hours to reserve room.*
- *\$100 deposit required to hold the reservation.*
- *Number of guests must be confirmed 24 hours in advance.*
- *\$250 minimum plus tax and gratuity to reserve the room private Monday-Thursday.*
- *\$350 minimum plus tax and gratuity to reserve the room private Friday or Saturday.*
- *If for some reason you need to cancel we require one week notice for full refund of deposit, less than one week the deposit will not be refunded.*
- *All cancellations must be confirmed with the **Catering Manager**.*

**Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

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Office Use

**Date of Reservation**\_\_\_\_\_ **Confirmed by Manager**\_\_\_\_\_

**Cancellation Date**\_\_\_\_\_ **Confirmed by** \_\_\_\_\_