



# Party Room Reservation Form

Party Date: _____/_____/_____ Time: _____ (AM - PM)
# of Guests: _____ Party Room Size: <input type="checkbox"/> Entire (\$100 Deposit) / <input type="checkbox"/> Half (\$50 Deposit)
Customer Name: _____ Telephone: _____

## Party Room FAQs

### Do we need to pay for the party in advance?

A deposit is required to hold a reservation on the room for you. The following are the reservation requirements:

- Entire party room: \$100 deposit
- Half of party room: \$50 deposit

To receive a full refund of your deposit, you must cancel your reservation no later than 48 hours in advance of the scheduled reservation.

### Is there a minimum charge for the room?

Yes, a minimum charge applies to reserve the party room. The following are the minimum charges:

- Entire party room: \$300 minimum charge in food and beverages
- Half of party room: \$150 minimum charge in food and beverages

If the minimum charge above has not been met, a service fee will be added to sum up the difference to meet the minimum charge.

### Can we bring in outside food or cake?

Yes, you can bring in cake and cupcakes only. Other outside foods are not permitted.

### Can we bring in decorations?

Yes, decorations are allowed. However, taping or attaching anything to the walls or ceiling is prohibited.

### Gratuity

An 18% gratuity charge will be added to all checks. If the minimum charge has not been met, the gratuity is subject to the guidelines below.

- Entire party room: 18% of the minimum charge of \$300
- Half of party room: 18% of the minimum charge of \$150

### Cancellation Policy

To receive a full refund, you must cancel your reservation no later than 48 hours in advance of the scheduled event.

I have read the above and agreed to the terms.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Upon completion of the reservation, credit card deposits will be credited back to the card charged.

**BUNKERS USE ONLY**

Date: \_\_/\_\_/\_\_

Amount Paid for Deposit: \_\_\_\_\_

Cash \_\_\_\_ Credit \_\_\_\_

Receipt Number: \_\_\_\_\_ Bunkers Employee Taking Reservation: \_\_\_\_\_

Attach a copy of the receipt