



# Room Reservation Agreement—DINNER

Dinner Hours: 5PM—10PM Monday—Friday and 5PM—11PM Saturday and Sunday

Contact: \_\_\_\_\_ Number of Guests: \_\_\_\_\_ Event Date: \_\_\_\_\_ Time: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zipcode: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Honoring: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

**Customer Credit Card information: Reservation is not confirmed without a valid Credit Card on File**

Name on Card: \_\_\_\_\_ Type: \_\_\_\_\_

Number: \_\_\_\_\_ Exp: \_\_\_\_\_

## TERMS

- **Minimum per person menu requirements** : 3-course meal or equivalent dollar amount.
- **Minimum per person beverage requirements:** 3 Drinks per person (beer, wine or cocktails)
- **Cancellation notice is required at least 30 days prior to event to avoid cancellation fees.**
- **Cancellation Fee Schedule: 30 Days prior \$500.00 20 Days Prior \$1000.00 10 Days Prior \$3000.00**
- We must receive your food and wine selections **2 weeks** prior to your reservation date.
- Your **FINAL** guaranteed guest count is due **10 days** prior to your event *(must be equal to or higher than contracted number).*
- No food, cakes/desserts, or beverages are permitted to be brought into the restaurant.
- You must meet the minimum guest and menu requirements to avoid room charges.
- A room fee may apply if you are booking more than one room or if no alcohol is consumed.
- **You are financially responsible for the guaranteed number of guests at an average per person of food & drinks total.**

<u>Room Name</u>	<u>Minimum</u>	<u>Maximum</u>	
<input type="checkbox"/> Alsey's Nest	20 guests	48 guests	
<input type="checkbox"/> Lucy's Porch	55 guests	95 guests (Could be divided to 2 rooms)	<input type="checkbox"/> Small Half 15-25 guests
<input type="checkbox"/> Main Room	75 guests	135 guests seated	<input type="checkbox"/> Large Half 25-45 guests
<input type="checkbox"/> Cooper's Bin*	8 guests	14 guests	

- 20 % gratuity will be added based on the pre-tax total of your guaranteed number of guests.
- White house linen is \$3 per table cloth. *Specialty linen may be ordered at an additional cost based on color and size.*
- There is a fee for any event size tables or other rentals used for your event.
- Soups, Salads, and Appetizers DO NOT count as entrées.
- A Banquet Event Order (BEO), outlining your selections and party parameters, will be sent once your menu selections and other event details are finalized for your review and final approval.
- All outside vendors must schedule delivery of any items for your event (floral, AV, furniture, balloons, other décor) with our events department in advance. No item for your event can be delivered earlier than the morning of your event. All items must be cleared from the property within 2 hours of the conclusion of your event.
- **OUIISIE'S TABLE WILL NOT STORE OR BE HELD RESPONSIBLE FOR ANY ITEMS THAT WERE NOT PROVIDED BY US.**

**NOTE:** Without your signature and the return of this agreement, your reservation is **not** confirmed and cannot be held. After signing this agreement, please return via email ([ouisiestable@ouisiestable.com](mailto:ouisiestable@ouisiestable.com)), fax (713.961.4560), or mail.

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

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