

# Wurst Haus Restaurant

## 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 this contract signed within 48 hours to reserve room. Reservations are first come first reserved.*
- *A credit card is required to hold a private reservation.*
- *Number of guests must be confirmed one week in advance.*
- *If actual guest count falls below 15% of Reservation Agreement, gratuity will be calculated on the original reservation guest count.*
- *\$300 minimum plus tax and gratuity to reserve the room private Monday - Wednesday.*
- *\$400 minimum plus tax and gratuity to reserve the room private Thursday - Sunday.*
- *If for some reason you need to cancel we require one week notice and no fee will be applied, less than one week and a fee of \$100.00 will be charged to the credit card provided.*
- *All cancellations must be confirmed with a Wurst Haus Manager.*

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

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Office Use

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

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