

Glen Ellen Inn Restaurant - large party agreement

To ensure a successful event, please review the following procedures. Receipt of this signed contract with a \$250 non-refundable deposit will confirm your reservation.

- 1) Food and beverages are subject to an 18% service charge and a 7.75% sales tax.
- 2) Payment is due the night of the function. Glen Ellen Inn accepts cash, Visa, MasterCard, American Express, or company check.
- 3) A final head count for your party is required 72 hours prior to the event; if an updated count is not received at that time, we shall use the estimated count below, which shall not be subject to reduction.
- 4) Corkage fee is \$18 per 750 ml bottle, should you choose to bring your own. Cake fee, should you bring your own, is \$2.75 a slice.
- 5) No contracts for entertainment shall be entered into without prior approval of the Glen Ellen Inn. Decorations or displays must have prior approval by the restaurant, and may not be attached to any stationary wall, floor, window or ceiling with nails, staples, tape or any other substance. Liability for damages to the premises will be charged accordingly.
- 6) In order to accommodate your group in the best possible manner, it is important that you arrive on time. If your party is going to be delayed, please call and let us know. Parties more than 15 minutes late may be charge a \$75 late fee.
- 7) Glen Ellen Inn shall have the right to cancel this agreement without charge based on acts of God such as fire or earthquake.
- 8) Menu and wine choices shall be determined at least three weeks prior to event, by choosing items from our seasonal menu, which we shall supply by that time.
- 9) We can make a cake for \$6.50 per person, minimum 30 people.
- 10) Ceremonies of any kind warrant a \$500 fee.

The success of your party is important to us, and we look forward to your upcoming event! Please indicate your approval of the above by signing and returning this document, along with your deposit. **Remit to: Glen Ellen Inn Restaurant, po box 1593, Glen Ellen, Ca. 95442.** Thank you!

Approved by _____ Phone Number _____ Todays date _____
Phone Number and address of Contact _____
Date of Party _____ Time of Arrival _____ Head Count _____
Contacts fax number _____
Contacts email address _____

GLEN ELLEN INN GROUP AGREEMENT

NAME OF PARTY: _____

CONTACT NAME, Fax # and ADDRESS: _____

Heading on Menu: _____

DATE OF PARTY: _____

TIME OF ARRIVAL: _____

FINAL HEAD COUNT: _____

**** (The following to be determined approx. four weeks prior to party date. *****)
At that time, please fax to 707-996-1634 or mail to PO Box 1593, Glen Ellen, Ca. 95442).

WINES & BEVERAGES:

APPITIZERS:

SOUPS & SALADS:

FIRST COURSES:

MAIN COURSES:

DESSERTS:

SPECIAL NOTES:

SEATING LOCATION PREFERENCE: