

Shillings on the Square

Group Banquet Reservation Information

Please visit our web site www.shillingsonthesquare.net

PRIVATE _____ or NON-PRIVATE _____ CONFIRMED _____

Date of Function _____ Function Type _____

Group or Company name: _____

Contact Name: _____

Phone number: _____ Cell Number: _____

Office Number: _____ Fax Number: _____

E-mail Address: _____

Arrival Time: _____ Number of Guests Expected: _____

Deposit Amount: _____ Deposit Received on _____

Final bill presented to _____

PARTY PACKAGE: PLATINUM _____ GOLD _____ SILVER _____

Our banquet area, which is located on the top floor of our restaurant, will seat up to ninety guests. There are full restroom facilities and a top shelf bar available on the upper level. The room is divided in to two seating areas. The area by the windows will seat thirty-five guests. The area that encompasses the piano and bar seats sixty-five guests.

To have a **private event** for an evening we will ask that a predetermined **minimum** is met. This would be all inclusive (food and beverage) up to the set amount. A 6% tax and 20% gratuity will be added to the final bill.

With any large party reservation of fifteen guests or more, will require a deposit to be paid. Said deposit is to confirm and hold your reservation. The day of your event, all or a portion will come off of your bill at the end of the evening and the remainder is retained as the site fee. We also require a final head count and a final food count five days prior to the event. The final food count will be the guaranteed number of entrees you will be charged for. There will be an additional 6% sales tax and 20% gratuity also added to the final bill. Prices are subject to change. A corking fee for wines, and a cake cutting fee may apply, if outside items are brought in. The deposit only secures your reservation and does not constitute liquidated damages.

Please sign and fax back to 770-428-9918

Signature _____ Date _____

Reservation taken by _____ Date _____