



Name of Party _____ **Type of event** _____
Date of Party _____ **Today's Date** _____
Expected number of guests _____ **Time of arrival** _____ **Referred by** _____
Contact person _____ **Phone number** _____ **Fax #** _____
Email _____ **Final Bill Recipient** _____
Anticipated menu style (choose one) _____ Traditional Lunch _____ PK Experience Lunch
 ___ 2 Choice Dinner ___ 3 Choice Dinner ___ 3 course PK Experience ___ 4 course PK Experience
 ___ Breakfast ___ Cocktail Package 1 ___ Cocktail Package 2 ___ Cocktail Package 3
Extras _____ Passed Appetizers (\$10/person) _____ Wine Package (\$20/person)
 ___ Bread Service (\$2.50/person) _____ Bottomless N/A Beverage (\$5/person)
 ___ A/V Screen (\$35) _____ A/V Projector (\$250)

Booking Procedure Tentative bookings will be held for 72 hours. Bookings will be guaranteed with a \$500 deposit for dinners and \$100 for lunch. The balance will be due and payable on the day of the event unless prior arrangements have been made. Bills and deposits are payable in the form of corporate check, mastercard/visa, amex or cash.

Cancellation Policy Cancellations made with 30 days notice are entitled to a 50% refund of the deposit. Any cancellations made within 30 days of the scheduled party will not receive any portion of the deposit.

Guaranteed Guest Count is required 2 full business days before the day of the event. Event charges will be based on the guaranteed guest number, or actual guest number, whichever is greater.

Minimum Purchase for food and beverage during dinner hours will be \$750 and a 20% gratuity of \$150. Lunch hour minimum purchase will be \$250 with a \$50 gratuity.

Number of Servers Provided for 25 people or smaller will be one waitperson. Parties between 26 and 40 will be assigned two. Additional service staff may be requested at a rate of \$25/ hour, per service person.

Cocktail Service will be provided, a la carte, from the main restaurant service bar area. Private bartender service is available. See Private Dining Options pricing.

Equipment & Rentals of A/V equipment, special table configurations, tenting, etc, are available at additional charges.

Corkage Fee is \$20 per 750ml or \$40 per magnum and applies to any bottle not purchased from the Park Kitchen wine list.

Menus are seasonal and subject to change at any time.

Gratuity of 20% is added to the total bill.

I hereby attest that I have read and agree to the terms and conditions listed above.

Please sign, date and fax back to Park Kitchen 503-223-7282