



Holiday 2019 Room Reservation Agreement

Contact: _____ #Of Guests: _____ Event Date: _____ Time: _____

Company Name: _____

Address: _____ City & Zipcode: _____

Email: _____ Phone: _____ Fax: _____

Type of Event: _____ Honoring: _____

How did you hear about us? _____

Customer Credit Card information (to secure reservation):

Name on Card: _____ Type: _____

Number: _____ Exp: _____ CVV: _____

***please note: the same credit card listed above must also be used to settle the final bill.**

TERMS

- **Minimum per person menu requirements** : 3-course meal and 3 alcoholic beverages or equivalent dollar amount.
- **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.
- **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 requirements of the head count per room 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.**

<u>Room Name</u>	<u>Minimum</u>	<u>Maximum</u>	
<input type="checkbox"/> Alsey's Nest	25 guests	48 guests	<input type="checkbox"/> Small Half 20-25 guests
<input type="checkbox"/> Lucy's Porch	60 guests	95 guests (Could be divided to 2 rooms)	<input type="checkbox"/> Large Half 30-45 guests
<input type="checkbox"/> Main Room	85 guests	145 guests seated	
<input type="checkbox"/> Cooper's Bin*	10 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 specialty tables or rentals used for your event.
- Soups, Salads, and Appetizers DO NOT count as entrées.
- A completed 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. **OUISIE'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) or fax (713.961.4560).

Your Signature _____

Date _____