



## BANQUET POLICY AGREEMENT – Trappers – Small Dining Room

NAME \_\_\_\_\_

EVENT DATE \_\_\_\_\_

CONTACT NUMBER \_\_\_\_\_

LOCATION \_\_\_\_\_

### PLEASE READ CAREFULLY, SIGN, AND RETURN TO CONFIRM YOUR EVENT

- A **\$50 REFUNDABLE DEPOSIT** IS DUE IN THE FORM OF CASH, CHECK, OR CREDIT CARD IN ORDER TO RESERVE THE LARGE DINING ROOM FOR YOUR EVENT.
- CHECKS SHOULD BE MADE PAYABLE TO **TRAPPERS PIZZA PUB**.
- A FINAL HEAD COUNT AND PARTY MENU IS DUE 14 DAYS PRIOR TO YOUR BOOKED EVENT.
- TRAPPERS WILL PROVIDE PAPER PRODUCTS. ANY SPECIALTY DECORATIONS OR TABLE COVERINGS ARE THE RESPONSIBILITY OF THE PERSON(S) THROWING THE EVENT.
- A 20% GRATUITY WILL BE APPLIED TO THE FINAL BILL.
- ANY SPECIAL REQUESTS OR ACCOMMODATIONS MUST BE SUBMITTED AT LEAST 2 WEEKS PRIOR TO YOUR EVENT.
- PLEASE MAIL OR FAX FORM AND DEPOSIT TO:

**Trappers Pizza Pub**

ATT: Mary Ferguson

5950 Butternut Drive

E. Syracuse, NY 13057

Or FAX: 315-438-4420

I UNDERSTAND AND AGREE TO THE TERMS SET FORTH IN THIS AGREEMENT

\_\_\_\_\_ DATE \_\_\_\_\_

(Signature)

ADDRESS: \_\_\_\_\_

**CREDIT CARD INFO:**

NAME AS IT APPEARED ON CARD \_\_\_\_\_

CREDIT CARD NUMBER \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

I, \_\_\_\_\_ AGREE TO THE ABOVE CREDIT CARD CHARGES IN THE AMOUNT OF \$50.