



## Large Dining Room Policy Agreement

NAME \_\_\_\_\_

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

CONTACT # \_\_\_\_\_

EVENT TIME \_\_\_\_\_

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

- A **\$75 NON-REFUNDABLE ROOM CHARGE** 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

\_\_\_\_\_  
(Signature) DATE \_\_\_\_\_

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

### **CREDIT CARD INFO:**

NAME AS IT APPEARD ON CARD \_\_\_\_\_

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

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

I, \_\_\_\_\_ AGREE TO THE ABOVE CREDIT CARD CHARGES IN THE AMOUNT OF \$75.