



Small Dining Room Policy Agreement

NAME _____

EVENT DATE _____

CONTACT # _____

EVENT TIME _____

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

- A **\$50 NON-REFUNDABLE ROOM CHARGE** IS DUE IN THE FORM OF CASH, CHECK, OR CREDIT CARD IN ORDER TO RESERVE THE SMALL 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 APPEARED ON CARD _____

CREDIT CARD NUMBER _____

EXPIRATION DATE _____

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