

**Booking Form**

**Thank you for booking your event at Circles! To confirm we have all the details for your day correct please verify the following information and sign below.**

|  |  |  |  |
| --- | --- | --- | --- |
| Event Date: |  | Timing: |  |
| Contact Name: |  |  |  |
| Contact #: |  | Email Address: |  |
| Occasion: |  | # of Guests: |  |
| Room Hired: |  | Hire Fee: |  |

(20% Gratuity and 7% Tax is not included in the room charge.)

**Menu Confirmation:** There is a minimum average spend of $\_\_ per person required for all private events ($16 per person at lunch and $32 per person at dinner)

*Parties that are* ***pre-ordering*** *can create a limited menu of 3 Appetizers, 5 Entrées and our entire Dessert Selection*

*For Limited Menus that are* ***ordering on the night*** *options can include 3 Appetizers, 4 Entrées, and 2 Desserts*

*PLEASE NOTE: All pre-orders must be confirmed at least 7 days before the event*

**Appetizers ($/H)**

1.

2.

3.

**Entrées ($/H)**

1.

2.

3.

4.

5.

**Desserts ($/H)**

*You are very welcome to bring in your own dessert, our cake cutting fee is priced at $1.50 per person.*

1.

2.

**Drinks**

*You are very welcome to bring in your own wines, our corkage fee is priced at $15.00 per 750ml bottle.*

* Welcome Drinks
* Drinks on Table
* Bar Tab
* Other

**Special Arrangements: (Table Décor, Entertainment, Surprises)**



**FEES**

|  |  |
| --- | --- |
| Hire Fee |  |
| Food Cost |  |
| Drink Cost |  |
| Corkage/Cutting |  |
| Special Arrangements |  |
| Total |  |
| Tax (7%) |  |
| Gratuity (20%) |  |
| Grand Total |  |
| Total due to Confirm |  |
| Total due on the Night |  |

**Terms and Conditions**

* The deposit to confirm the event is non-refundable
* Credit card information will be kept on file until after the event
* Any damages or outstanding payments will be charged to the credit card on file
* In the event the minimum spend is not met the difference will be charged to the card on file
* Circles will notify the card holder of any outstanding charges before they are applied to the card on file

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Circles Contact:** Jamila Brown

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