Circles Function Agreement

|  |  |  |  |
| --- | --- | --- | --- |
| Reservation Date: |  | Time: |  |
| Confirmation Due: |  | Room: |  |
|  |  | Number of Guests: |  |
| Planner: |  |  |  |
| Company: |  | Phone Number: |  |
| On Site Contact: |  | Fax Number: |  |
| Special Occasion: |  | Email Address: |  |

Please sign and return the confirmation agreement along with the requested credit card information by date listed above to confirm your private room or limited menu reservations. (Please attach event invitation, if applicable.)

There is a $100.00 room charge for any private space during lunch hours and a $200.00 room charge for any private space during dinner hours

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

Initial for room charge information: *<<<<initial here*....

**Please circle menu selection:**

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| --- |
| Lunch 1 Lunch 2 Lunch 3$15.50 $16.00 $20.00 |

|  |
| --- |
| Dinner Dinner Dinner Dinner Dinner$20.00 $24.00 $36.00 $44.00 $64.00 |

 Wine Selection·

|  |  |  |
| --- | --- | --- |
| Red Wine Selection: | Price: | Description |
| White Wine Selection: | Price: | Description |
| Cocktails and Beer: | YES NO ON REQUEST | (Please circle one) |
| Bottled Water | YES NO ON REQUEST | (Please circle one) |
| Special Requests: |

Circles Credit Card Guarantee

|  |  |
| --- | --- |
| Event Date: |  |
| Company/Organization: |  |
| Guest On Site Contact: |  |
| Type of Credit Card: |  |
| Credit Card Number: |  |
| Expiration Date: |  |
| Name on Card: |  |
| Card Billing Address: |  |

*I understand by signing this guarantee form that this credit card will be charged in the event of a cancellation or "no show" as outlined in the agreement.*

Please Sign and Return to Circles Fax # 813.645.7407

|  |  |
| --- | --- |
| Authorized Signature: |  |

***Cancellation Policy***

Room Charges apply to each private dining area

A final guest count guarantee is required 2 business days prior to event. Circles requires a 48-hour cancellation notice.

##### Cancellation must be given to Megan Smith or Michael Takacs.

In the event of a cancellation, due to staff scheduling for this private event and Chef Preparation, you will be charged a 50% fee based on your room charge.

Please charge event cost to this credit card INITIAL\_\_\_\_\_\_\_\_

Please use for guarantee purposes only INITIAL\_\_\_\_\_\_\_\_