



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 covered by the room charge.)

Menu Confirmation: There is a minimum average spend of \$32 per person required for all evening events

For Limited Menus that are **ordering on the night** options can include 3 Appetizers, 4 Entrées, and the choice of Crème Brulee or Key Lime Pie for dessert. **Groups larger than 35** must submit a completed pre-order 7 days in advance of their event.

Appetizers (\$/H)

- 1.
- 2.
- 3.

Entrées (\$/H) –

- 1.
- 2.
- 3.
- 4.

Desserts (\$/H)

You are very welcome to bring in your own dessert, our dessert service 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.

- Bar Tab:

Notes:

- All on one check
- 20%



Credit Card Details

Name:

Card Number:

Expiration Date:

Terms and Conditions

- We cannot separate checks for groups larger than 10
- A 20% service charge is added to all checks for groups larger than 10
- Circles will verify your credit card information with a .01 charge that will be credited back to your account.
- Credit card information will be kept on file until after the event
- In the event of a cancellation or no show a fee will be charged to the credit card on file
- 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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