



## 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

[bookings@circleswaterfront.com](mailto:bookings@circleswaterfront.com)

813 641 3275