

Sport Island Pub
P.O. Box 240



108 Riverside Blvd.
Northville, NY 12134

Function Contract

Function Date: _____ **Time of Event:** _____ **Est. Party Size:** _____

Organization Contact: _____

Address: _____

Phone: _____

Fax: _____

Email address: _____

Special Requests: _____ **Preplan Menu: Y/N**

Type of Event: _____ **Repeat Business: Y/N**

Booking Manager: _____

Room/Rate (Must be agreed upon with Manager) _____

THIS FORM MUST BE RETURNED TO HOLD REQUESTED DATE WITH \$200.00 DEPOSIT

- Reservations will not be considered confirmed until a signed agreement has been returned and the \$200.00 deposit information is received.
- Reservations must be cancelled with a manager at least 7 days in advance or the deposit is forfeited.
- A guaranteed number of guests attending must be provided 48 hours in advance. There may be a charge of \$10.00 per person if fewer guests attend.
- Gratuity will be figured on the number of confirmed guests as a minimum.
- Menus must be completed at least 7 days in advance.
- All parties will present one check that will include all food, beverages, sales tax and a 20% gratuity.
- There is a maximum time limit of 2.5 hours from the time of the reservation. There will be a charge for every half hour thereafter, unless otherwise stated by a manager.
- A contract does not guarantee a private room unless contracted with a manager.

I have read the above guidelines

Signature: _____ **Date:** _____

CREDIT CARD INFORMATION

Type of Card: _____ **Expiration Date:** _____

Name on Card: _____

Credit Card Number: _____

I authorize Sport Island Pub to charge my credit card a \$200.00 deposit for my party on / / if I should cancel my party less than 7 days in advance

Signature: _____ **Date:** _____