

# HAYWOOD'S

ON THE GREEN

## CATERING CONTRACT

ALL RESERVATIONS AND AGREEMENTS are made upon, and are subject to, the rules and regulations of Haywood's and the following conditions:

CUSTOMER / GROUP NAME: \_\_\_\_\_

FUNCTION NAME: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

VENUE/TYPE OF FUNCTION: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DAY: \_\_\_\_\_ DATE: \_\_\_\_\_

ARRIVAL TIME \_\_\_\_\_ TIME OF SERVICE \_\_\_\_\_

Food & Beverage Minimum # of Guests \_\_\_\_\_

### DEFINITE BOOKING

Once you sign and return this letter, along with the required deposit of \$\_\_\_\_\_, your reservation will be confirmed and considered a definite booking. All deposits are non-refundable.

MENU \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BEVERAGE SERVICE \_\_\_\_\_

SPECIAL REQUESTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF EVENT REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF HAYWOOD'S REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_