

THE OLIVE BRANCH[®]

R E S T A U R A N T

BANQUET TERMS AND CONDITIONS

To reserve a private room on Monday through Thursday evenings there is \$1000.00 minimum charge. Friday and Saturday nights, there is a guaranteed minimum charge of \$500.00. Should you like to reserve our private room for a breakfast or lunch party, the minimum is \$250.00. The room will be reserved for your party for 3 hours. Parties that exceed 3 hours will be charged \$50.00 per additional ½ hour, starting from the original time of the reservation. The entire restaurant may be reserved Sunday through Thursday evenings for a \$2000.00 minimum or on Friday or Saturday nights for a \$3000.00 minimum.

We require \$100.00 deposit at the time of booking to hold the room. The deposit becomes non-refundable 30 days prior to your event. In December, we require a \$200.00 non-refundable deposit.

Only food and beverage paid for by the host apply towards meeting the minimum requirements. Cash bar options do not apply toward meeting the minimum charge. Tax and service charges are due on the net amount and do not apply toward meeting the required minimums. Happy Hour pricing does not apply to reserved parties.

You may choose up to 3 different entrees and give us your selection no later than 72 hours before your party. Confirmation of the number of guests and menu choices must be made 72 hours in advance. Once confirmed, the guest count is not subject to reduction and you will be charged for the number of guests you confirmed.

All food and beverage prices are subject to sales tax (currently 7.4%) and a 20% service charge. Prices and taxes are subject to change. Additionally, The Olive Branch Restaurant reserves the right to change menu items and prices as deemed necessary. Menus may not be selected more than 3 months before the date of the event. The bill is due in full at the conclusion of your party. The Olive Branch Restaurant accepts cash and major credit cards only. Unfortunately, we are unable to accept checks. We cannot be responsible for cancellations due to inclement weather.

_____ I have read the above and agree to the terms and conditions set forth.

Host Name _____

Event Name _____

Phone _____ Cell _____

Address _____

Signature _____ Date _____

We are able to help you customize your party with several options to include:

Linen table cloths and napkins in your choice colors

Floral arrangements and center pieces

Audio Visual and Power Point equipment

The banquet room will be available one hour prior to the scheduled start time of your event for decorating, which must have prior approval by our management.

Date of Event _____ Time Start _____

Deposit Amount _____ Date Deposit Received _____

Received By _____

PARTY DETAILS

Number of Guests _____ Confirmed Number _____ Date Confirmed _____

Cash Bar / Host Bar ? (Please Circle)

Pre-order dessert? Yes / No (Please Circle) Selection _____

Linens Yes / No (Please Circle) Specify color _____ Audio/Visual? Yes/No (circle)

Entrée Selections:

1. _____

2. _____

3. _____

Table configuration and other requests:

Host Signature _____ Date _____

Olive Branch Management by: _____