

Name/ Name of Party: _____

Contact number and email _____

Large Party Guidelines

Menu & Headcount Policies

- **Final Headcount:** Must be confirmed by **12:00 PM on the day of the reservation.**
 - Additional details regarding headcount policies are outlined below.
- **Adjustments:** The headcount may decrease; however, if the number increases after booking, we may be unable to accommodate additional guests due to prior reservations made in the meantime.
- **Menu Selection:** Required **one week prior** to the event.

Group Size: _____

Menu Options by Group Size

- **19 guests & below** – Full menu available, including all sides.
- **20-40 guests** – **5 entrees** with **3 side choices**
- **41+ 4 entrees** with **baked potatoes**
- Groups may decide to make selections smaller than outlined if desired

Menu

Selection: _____

Additional Information Required

- **Arrival Time (Social Hour):** _____
- **Dining Time (When Orders Are Taken):** _____
- **Billing Preference:** One check or separate? (circle or underline)

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- If on **one check**, will there be an **open bar, drink tickets, or no alcohol?**
- **Appetizers:**
 - Time of wanting appetizers:

Important Notes

- A **20% automatic gratuity** will be applied to groups of **10 or more**, regardless of whether the bill is combined or separate.
- **Accurate headcounts are essential**, as food preparation and staffing are based on the numbers provided. The final headcount must be confirmed by **12:00 PM on the day of the reservation**, with a maximum variance of **five guests**. If attendance falls below this limit, a **\$10 per missing guest** charge will apply to cover food costs, staffing, and declined reservations to the person booking the reservation.
- To ensure we can accommodate all of our guests, tables for large parties are reserved for a set amount of time based on group size. Larger tables are often double-booked, so these timeframes help us provide timely service to everyone.
 - **Up to 15 guests:** 1.5 hours (90 minutes)
 - **16–30 guests:** 2 hours (120 minutes)
 - **31+ guests:** 2.5 hours (150 minutes)
 - If you feel your group will need additional time, please let us know **at the time of booking**. We're happy to do our best to accommodate extended reservations when advance notice is provided.

We kindly ask that all parties arrive on time. Late arrivals may result in reduced table time, as we may be unable to extend the reservation beyond the scheduled time frame.

Print Name: _____

Sign: _____ Date _____