



SMALL ROOM PARTY POLICY AGREEMENT

NAME _____
CONTACT # _____
EMAIL _____

EVENT DATE _____
EVENT TIME _____

PLEASE READ CAREFULLY, SIGN, AND RETURN TO CONFIRM YOUR EVENT

- **A \$100.00 NON-REFUNDABLE ROOM CHARGE** IS DUE WITHIN (3) DAYS OF SCHEDULING THE DATE IN THE FORM OF CASH, CHECK, OR CREDIT CARD IN ORDER TO RESERVE THE SMALL ROOM FOR YOUR EVENT (SEATING UP TO 35 GUESTS). CHECKS SHOULD BE MADE PAYABLE TO **TRAPPERS PIZZA PUB. *THIS CHARGE DOES NOT COME OFF THE FINAL BILL***
- A FINAL MENU IS DUE **14 DAYS** PRIOR TO YOUR EVENT AND HEADCOUNT IS DUE **14 DAYS** PRIOR TO THE EVENT DATE. **FAILURE TO DO SO MAY RESULT IN A LIMITED MENU.**
- **PER PERSON MENU:** IN THE INSTANCE YOUR EVENT GOES OVER THE ANTICIPATED HEADCOUNT (**GREATER THAN 10% OF THE GIVEN HEADCOUNT**) AN OVERGAGE FEE WILL APPLY TO YOUR EVENT.
- TRAPPERS WILL PROVIDE PAPER PRODUCTS AND UTENSILS. ANY SPECIALTY DECORATIONS OR TABLE COVERINGS ARE THE RESPONSIBILITY OF THE PERSON(S) THROWING THE EVENT. **NO GLITTER OR CONFETTI** AS IT IS TOO DIFFICULT TO CLEAN UP
- WE WILL REQUIRE A CREDIT CARD ON FILE TO COVER FOR ANY EXCESSIVE CLEANING, DAMAGES, OR LOSS TO THE BUSINESS.
- AN 8% SALES TAX AND 10% ADMINISTRATIVE FEE WILL BE ADDED TO THE TOTAL COST OF THE EVENT. **THE ADMINISTRATIVE FEE WILL NOT BE DISTRIBUTED AS A GRATUITY TO THE STAFF.** TIPS FOR GREAT SERVICE IS ALWAYS APPRECIATED!
- ANY SPECIAL REQUESTS OR ACCOMMODATIONS MUST BE SUBMITTED AT LEAST **2 WEEKS** PRIOR TO YOUR EVENT.
- PLEASE MAIL OR FAX FORM AND DEPOSIT TO:

Trappers Pizza Pub
ATT: Alex Szlamczynski
5950 Butternut Drive
E. Syracuse, NY 13057
Or FAX: 315-438-4420

I UNDERSTAND AND AGREE TO THE TERMS SET FORTH IN THIS AGREEMENT

(Signature) DATE _____
ADDRESS: _____

CREDIT CARD INFORMATION TO KEEP ON FILE:

NAME AS IT APPEARS ON CARD _____
CREDIT CARD # _____ EXPIRATION DATE _____
SECURITY CODE _____ ZIP CODE _____ . I, _____ AGREE
TO THE ABOVE CREDIT CARD CHARGE & ACKNOWLEDGE THAT THIS CHARGE IS NON-
REFUNDABLE/DOES NOT COME OFF MY FINAL BILL.