

# ***Catfish Junction Restaurant & Catering***

## **Banquet Room Reservation Guidelines**

**\$25 deposit is required for any reservation for more than 15 guests; \$50 deposit is required for any reservation for more than 35 guests; Any group reserving a semi-private room or having more than 50 guests is subject to a minimum \$100 deposit; We reserve the right to require a \$100 deposit on Fridays and Saturdays regardless of the number of guests;**

**Any group having more than 35 guests must have a preselected menu. All options will be discussed in detail with the banquet/catering coordinator and confirmed below. Groups of more than 35 will not be provided with individual checks. The individual making the reservation will be our contact for payment;**

**There is no reservation until a deposit is paid;**

**Should the number of actual guests in attendance be less than the number of guests guaranteed, the deposit may be retained in order to cover lost revenue for the restaurant and lost wages for our servers;**

**Minimum guests \_\_\_\_\_; Maximum Guests \_\_\_\_\_;**

**If you exceed your maximum number of guests, we cannot guarantee group seating;**

**No coupons accepted with reservations, parties, banquets, caterings or other special events;**

**If there is a semi-private room agreement or specific table arrangement requested, please provide details and initial here: \_\_\_\_\_**

**Banquet Room reservations entitle you to occupy our facility for up to two (2) hours; all decorating, meetings, meal service, etc., shall be conducted within said time frame. Your two (2) hour room reservation begins at the time specified in this form. If your guests are late, your time cannot be extended due to other existing reservations**

**Menu & Pricing Details: \_\_\_\_\_**  
\_\_\_\_\_  
\_\_\_\_\_

**Date and Time of Event: \_\_\_\_\_**

**Reservations are subject to an 18% gratuity that will be clearly marked on your bill;**

**Decorations are allowed with the exception of candles (flames), poppers or other fireworks and confetti. Decoration time is included in the two (2) hour room reservation;**

**An "outside dessert" fee of \$25 (minimum) may apply to reservations choosing to provide their own dessert. Plates and utensils will be provided and our servers will be available to assist with serving the dessert. If this fee is waived, customer must provide plates, forks and service for the dessert. Initial here if the outside dessert fee has been waived: \_\_\_\_\_**

**By signing here, you understand that your deposit may not be refunded if the terms herein are not met:**

\_\_\_\_\_, **Customer**

\_\_\_\_\_, **Banquet & Catering Coordinator**