

# Moose's Tooth Banquet Room Reservation Request

**INSTRUCTIONS: FILL OUT THE REQUEST PAGE AND THE CREDIT CARD INFO PAGE, AND FAX TO 907-258-7361 or BRING TO A MANAGER AT 3300 OLD SEWARD HIGHWAY.**

The banquet room may be booked during two set times per day (11am-1pm or 1:30pm-3:30pm), so please take this into account when planning your party. After submitting these forms, it is your responsibility to call Moose's Tooth at 907-258-2537 and speak with a manager to confirm your reservation. A credit card is required to hold the room.

**NAME OF PARTY/GROUP:** \_\_\_\_\_

**HOST NAME:** \_\_\_\_\_

**TIME OF PARTY** (circle one): 11am-1pm 1:30pm-3:30pm

**NUMBER OF GUESTS** (min 20, max 40): \_\_\_\_\_

## RESERVATION TIMES & ROOM CAPACITY

- The Moose's Tooth banquet room is booked for pre-set lunch time-slots only (11am-1pm or 1:30pm-3:30pm). We do not accept dinner reservations. A minimum of 20 people are needed to make a reservation, and the room will fit up to 40 people maximum. The party host (person making this reservation) is responsible for keeping the group within their time limit.
- There is a \$200 food and beverage purchase minimum for each reservation.
- This minimum does not include the gratuity and consists of food and beverage purchases for in-house consumption only. If the group fails to meet their required minimum, a room charge for the difference will be added to the bill.

**INITIALS** \_\_\_\_\_

## PAYMENT & ROOM GUIDELINES

- The group will be billed on one check. An 18% gratuity will be added to the check. There will be NO separate checks. Payment may be made on multiple cards, but we ask that it be limited to 3 cards. To ensure quality service and the timely delivery of the meal, we do not serve small pizzas or lunch specials in the banquet room. Preorders will be accepted for confirmed groups. No outside food or drink is allowed, with the exception of dessert.

**INITIALS** \_\_\_\_\_

## 24 HOUR RESERVATION NOTICE & CONFIRMATION

- This request form must be submitted no later than 24 hours prior to the event. Reservations are not confirmed until the party host has called the Moose's Tooth and spoken with a manger, and credit card information has been provided to hold the room.

**INITIALS** \_\_\_\_\_

**DATE OF PARTY:** \_\_\_\_\_

**CONTACT PHONE:** \_\_\_\_\_

**SECONDARY PHONE:** \_\_\_\_\_

**SPECIAL NOTES/REQUESTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CANCELLATIONS

- A 24-hour cancellation notice is required. If notice is not received within 24 hours of the event, a \$100 fee will be charged to the card provided on the Credit Card Information form. In the event that a reservation needs to be cancelled, the party host is required to call the restaurant and speak with a manager. Do not leave a message or speak with any employee other than a manager. Failure to do this will result in the assessment of the cancellation fee.

**INITIALS** \_\_\_\_\_

## AGREEMENT

- As the responsible party for this reservation, you understand the above policies and procedures and agree to them. You will take responsibility for the final bill and any assessed fees that may occur due to the above outlined policies, and will be present at the event.

**SIGNATURE:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

MOOSE'S TOOTH USE ONLY

CONFIRMED BY:

DATE:

# Credit Card Information

**ALL FIELDS MUST BE FILLED OUT TO HOLD YOUR RESERVATION.**

**NAME OF PARTY/GROUP:** \_\_\_\_\_

**HOST NAME:** \_\_\_\_\_

**TIME OF PARTY** (*circle one*): 11am-1pm    1:30pm-3:30pm

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**NAME ON CARD:** \_\_\_\_\_

**TYPE OF CARD:** VISA | MASTERCARD | AMERICAN EXPRESS | DISCOVER | OTHER: \_\_\_\_\_

**CREDIT CARD NUMBER:** \_\_\_\_\_

**EXPIRATION DATE:** \_\_\_\_\_    **CVC** (*3 or 4 digit code on back*): \_\_\_\_\_

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I authorize the above listed card to be charged in accordance with Moose's Tooth Pub & Pizzeria's ***cancellation policy*** and ***room minimum policy***.

**SIGNATURE:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

