

Moose's Tooth Banquet Room Reservation Request

**INSTRUCTIONS: FILL OUT THE REQUEST PAGE AND EMAIL TO MOOSESTOOTHFOH@GMAIL.COM
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.

NAME OF PARTY/GROUP: _____

DATE OF PARTY: _____

HOST NAME: _____

CONTACT PHONE: _____

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

SECONDARY PHONE: _____

NUMBER OF GUESTS (min 20, max 40): _____

SPECIAL NOTES/REQUESTS:

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 \$250 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.

INITIALS _____

CANCELLATIONS

- 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.

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: _____