

# Private Party Agreement



John J Jeffries  
 300 Harrisburg Avenue  
 Lancaster, Pennsylvania  
 17603  
 Phone: 717-431-3307  
 Events: 443-742-8520  
 www.johnjjeffries.com

Please note: Your event is not confirmed until we receive the deposit and this form completed and signed. Please complete this form, sign, and email back to us at ladan@johnjjeffries.com.

## Host Information

Event Name:	
Company:	
Address:	
City, State:	
Zip Code:	
Host's name:	
Phone:	
Email:	
Fax:	

## Event Information

Day / Date of Event:	
Start Time:	
Est. Number of People:	
Room Reserved:	
Room Rental Fee:	\$200 for Gallery or Blanche Nevin Room
Menu Price Selection:	
Beverage Selection:	

I have read and agree to follow all of the John J Jeffries Private Dining Guide terms and conditions. My signature below will act as my acknowledgment of all of the conditions, as well as authorization to charge any cancellation fees to the below credit card.

### Method of Payment:

I have a direct bill account  
 Credit Card:  
 Amex  MC  VISA  Discover  
**Credit Card Number:**  
 \_\_\_\_\_  
 Exp Date: \_\_\_\_\_ Security Code: \_\_\_\_\_  
 Card Holder Name: \_\_\_\_\_

**Please automatically charge the remaining balance to this card at the end of the event.**  
 **Please see On-site Contact, to collect payment at the end of the event. The name of this contact is:** \_\_\_\_\_

**Signature:**

**Date:**

### Special Needs:

The **final guaranteed number of guests is due (5) five business days prior** to the start of your event. Should the final guarantee not be received (5) five working days prior to the above function(s), the above expected number of guests will be the basis for the billing charges. To confirm these arrangements on a definite basis, please carefully review and sign each Banquet Event Order then return to your catering representative. If **cancellation of this agreement is inside of 30 days** of the contracted event dates the restaurant will charge a transferable deposit fee of \$100. If **cancellation of this agreement is less than 5 days** of agreed date, the lowest priced menu item will be charged per anticipated attendee, as well as any room rental fee. The restaurant reserves the right to relocate your function(s) to another room. Food and Beverage prices are subject to a **20% Service Charge and 6% Sales Tax** will be added to charges outlined above. Events are subject to a service charge of the greater of either 20% total food and beverage or \$100 per server (dinner).