



We would like to thank you for booking your event with Winston's Grille. We know you have many options and appreciate the trust you have in Winston's Grille to make your event successful. If at any time any information regarding your event changes please contact us so we can make necessary arrangements and preparations. Before your reservation is guaranteed, this contract must be reviewed by the party booking the event, signed, and returned to Winston's Grille.

Contact Date: _____ **Reservation Date:** _____

Contact Name: _____ **Time:** _____

Company Name/Reservation Name: _____

(The reservation needs to be in the name your guests will be asking for)

Phone Number: _____

Fax: _____

E-mail: _____

Approximation of guests at time of booking: _____

What type of event is this? _____

Will you be in need of any audio/visual equipment? _____

If you are booking this event in a private room please check the appropriate room below:

By booking this room private you are guaranteeing the minimum guest count required to acquire the room as a "private" room. If your guest count falls below the required minimum there will be a room fee to keep the room private for your event. There will be a charge of \$15 + 20% gratuity (lunch) or \$24 + 20% gratuity (Dinner) for each guest count that falls below the room minimum. (Example: If your final guest count is 20 guests and you've booked the Back Lounge Private you will be charged \$48 + 20% gratuity as a room minimum fee.) Please understand that in order for our staff to provide you and your guests with excellent food and service an accurate guest count is required for us to staff our restaurant accordingly.

- Back Lounge:** (22 minimum-32 maximum)
- Gallery:** (32 minimum-42 maximum)
- Front Lounge:** (43 minimum-52 maximum)
- Back Lounge & Gallery Combined:** (53 minimum-80 maximum)

I have read the above information and understand the terms for use of the private rooms at Winston's Grille and any fees that may be incurred should my guest count fall below the guaranteed minimum.

Signed: _____ **Date:** _____

Please Fax or E-mail the signed contract to Amber O'Neal at Winston's Grille.

- Fax: **919-878-8710**
- E-mail: **aoneal@winstonsgrille.com**