



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 completed 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 put an **X** by the appropriate room. By booking this room private you are guaranteeing the minimum guest count that **will be dining** 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 \$20.00(LUNCH) or \$30.00 (DINNER) for each guest count that falls below the room minimum. These rooms are booked for groups that will be dining for a sit down lunch or dinner. We do not offer a buffet nor can the rooms be booked as a meeting space only.

Example: If your final guest count is 22 guests and only 20 guests order a meal during dinner you will be charged \$60.00 as a room minimum fee. You will be paying for the 2 guests that have fallen below the guaranteed minimum to have that room private.

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.

A credit card number is required to hold this room. In the event you need to cancel please give us a 48 hour notice. If less time is given a \$100 cancellation fee will be charged to your credit card.

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 _____
Credit Card type & # _____ Expiration 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