

# *Chantilly Tea Room & Gift Boutique*

5185 N. Genematas Drive, Tucson, Arizona 85704

(520) 622-3303

## *Group Reservation Agreement*

Thank you for choosing to host your special occasion at Chantilly, a Victorian tea room and gift boutique. Our goal is to ensure the success of your day and to provide an atmosphere in which you and your guests may indulge in a truly unique experience. In order for us to fulfill our obligation of service to your occasion, we want to clarify and confirm the points of your reservation.

**Guest/Hostess Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**2<sup>nd</sup> Phone:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **(2 hr. time period)**  
(Month/Date/Year)

**Type of Event:** \_\_\_\_\_ **Room Charge** (if applicable): \_\_\_\_\_

**Table Plaque** (honoree person/group): \_\_\_\_\_

**Menu Selection:** to be confirmed by \_\_\_\_\_ (3 days prior to event.)

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

**Guest's Cake:** \_\_\_\_\_ (Yes/No) Store brought: Plate/cutting fee-\$1.50 per  
person

**Gift Area:** \_\_\_\_\_ (Yes/No)

**Special Requests** (Hostess Table, Favors, etc.) \_\_\_\_\_

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

**Estimated Guest Count:** \_\_\_\_\_ (at time of reservation)

**Adjusted Guest Count:** \_\_\_\_\_ Due 1 week prior to event if count drops below  
(75% of original estimated count)

**Final Guest Count Guarantee:** \_\_\_\_\_ Due 1 day prior to event  
(adjustment should not exceed 2-3 guests)

**Late Additions:** Based on availability of seating and food.

**Table Arrangements:** Tables may not be moved, due to the nature of our space and antique furniture, but we will make every effort to provide the best seating for your group.

**Breakage/Damage:** Guest hostess is responsible for any breakage or damage to property by guests when the room is in guests' possession.

**Deposit and Cancellation:** Upon signing this agreement a 25% deposit will be collected (based on the estimated guest count). This deposit is refundable up until the cancellation date. After that date the deposit is forfeited. Reservations will be confirmed upon receipt of deposit.

**Deposit Amount:** \_\_\_\_\_ **Last Cancellation Date:** \_\_\_\_\_

**Final Bill:** A single, final bill will be presented based on final guest count guaranteed and any late additions, and will include applicable tax and 18% gratuity

**Payment** may be made by cash, Master Card, VISA or business check (no personal checks accepted).

Credit Card Number: \_\_\_\_\_ Exp Date \_\_\_\_\_

Card Holder Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

**NOTE: To ensure proper communication with Chantilly pertaining to your event (update, details or cancellation) all contact should be made directly to Tamara Read, Bruce Read or Vicki Read.**

\_\_\_\_\_  
Chantilly Date

\_\_\_\_\_  
Guest Hostess Date

