

# PORCUPINE PUB & GRILLE LARGE PARTY RESERVATION & POLICY AGREEMENT

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

GROUP NAME: \_\_\_\_\_ TIME: \_\_\_\_\_

GUEST COUNT: \_\_\_\_\_ MENU: \_\_\_\_\_

- A CREDIT CARD NUMBER IS REQUIRED FOR CONFIRMATION OF A LARGE PARTY RESERVATION. IN THE EVENT THAT THE ENTIRE PARTY DOES NOT SHOW, THIS CREDIT CARD MAY BE CHARGED A NO-SHOW FEE, DEPENDING ON WHICH MENU WAS SELECTED.
- GUEST COUNTS INCLUDE ANY PERSON REQUIRING A SEAT, INCLUDING CHILDREN. YOU HAVE UP TO 72 HOURS BEFORE YOUR LARGE PARTY RESERVATION TO ADJUST THE CONFIRMED COUNT. PORCUPINE MAY CHARGE FOR ANY GUESTS WHO WERE CONFIRMED AND DID NOT SHOW.
- THE LOFT IS NOT BOOKED PRIVATELY. 50 GUESTS WILL FILL THE LOFT. IF GUEST COUNTS FALL BELOW 50, IT IS POSSIBLE THAT OTHER TABLES WILL BE SAT IN THE LOFT.
- RESERVATIONS ARE FOR A SPECIFIC TIME. IF EVERYONE IN THE PARTY IS NOT SEATED WITHIN A 1/2 HOUR OF THE RESERVATION, PORCUPINE MAY NEED TO PULL ANY UN-USED TABLES AND CHAIRS TO ACCOMMODATE OTHER GUESTS.
- THERE WILL BE AN AUTOMATIC 18% GRATUITY ADDED TO THE BILL, AS WELL AS TAX.
- ANY SPECIAL NEEDS HAVE BEEN COMMUNICATED TO PORCUPINE MANAGEMENT.

I, \_\_\_\_\_, UNDERSTAND AND ACCEPT THE ABOVE POLICIES AND ARRANGEMENTS REGARDING MY LARGE PARTY RESERVATION.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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