



### Event Confirmation and Policy Form

Thank you very much for your recent booking using Restohub as a source for your upcoming private function. To ensure a successful event, please review the following policy regarding your private party...it has been tailored to meet your needs and requirements.

The attached menu choice and related information regarding your party are confirmed and approved upon your signature and authorization. Please feel free to review it and make any necessary changes prior to our final stage of food purchase, preparation, and organization for your special day. Please fax the completed form to us at: **702-202-0819**.

This signed confirmation along with your credit card information confirms your reservation. Please retain a copy for your personal records. Should have any increase or decrease in the amount of attendees, we kindly ask you to inform us at least 72 hours prior to your event. This will be your guaranteed final count. If no updates regarding your head count are made, we will use this current estimate count as a firm guarantee. Restohub will charge the guaranteed count or the total amount of people served, which is greater.

All food and beverage handling are subject to a 20% gratuity and will be added to your final total bill. Payment is due in full at the conclusion of your event. All charges must be applied to one account with a single form of payment. We cannot be responsible for collecting from individuals. We regret that we cannot bill directly.

Cancellations must be received 72 hours prior to the event or they will be subject to a cancellations fee in the amount of \$ 400.00.

#### Event Confirmation Form

**Event:**

Date of Event \_\_\_\_\_ Arrival Time \_\_\_\_\_  
Group Name \_\_\_\_\_  
Guest Head Count \_\_\_\_\_

**Contact Information:**

Contact Name \_\_\_\_\_  
Phone Number \_\_\_\_\_ ext \_\_\_\_\_  
Cell Phone Number \_\_\_\_\_  
Fax Number \_\_\_\_\_  
Email Address \_\_\_\_\_

**Details:**

Menu Package No. \_\_\_\_\_ Cost PP (Per Person) \$ \_\_\_\_\_ Additional Fees \$ \_\_\_\_\_  
Event Planner Name \_\_\_\_\_  
Special Arrangements \_\_\_\_\_

**Payment Information:**

Type of Credit Card (drop down menu with these choices: Visa MasterCard, American Express, Discover)  
Credit Card# \_\_\_\_\_  
Exp. Date \_\_\_\_\_  
CVV2 Code \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date of Signature \_\_\_\_\_

With regards to liability, Restohub does not assume any responsibility for guest personal belongings.

Please feel free to contact us at [info@restohub.com](mailto:info@restohub.com) or 702-202-1558 if you have additional questions.