

**Sport Island Pub**  
P.O. Box 240



108 Riverside Blvd.  
Northville, NY 12134

**Function Contract**

**Function Date:** \_\_\_\_\_ **Time of Event:** \_\_\_\_\_ **Est. Party Size:** \_\_\_\_\_

**Organization Contact:** \_\_\_\_\_

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

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

**Fax:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Special Requests:** \_\_\_\_\_ **Preplan Menu: Y/N**

**Type of Event:** \_\_\_\_\_ **Repeat Business: Y/N**

**Booking Manager:** \_\_\_\_\_

**Room/Rate (Must be agreed upon with Manager)** \_\_\_\_\_

**THIS FORM MUST BE RETURNED TO HOLD REQUESTED DATE WITH \$200.00 DEPOSIT**

- Reservations will not be considered confirmed until a signed agreement has been returned and the \$200.00 deposit information is received.
- Reservations must be cancelled with a manager at least 7 days in advance or the deposit is forfeited.
- A guaranteed number of guests attending must be provided 48 hours in advance. There may be a charge of \$10.00 per person if fewer guests attend.
- Gratuity will be figured on the number of confirmed guests as a minimum.
- Menus must be completed at least 7 days in advance.
- All parties will present one check that will include all food, beverages, sales tax.
- There is a maximum time limit of 2.5 hours from the time of the reservation. There will be a charge for every half hour thereafter, unless otherwise stated by a manager.
- A contract does not guarantee a private room unless contracted with a manager.

I have read the above guidelines

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CREDIT CARD INFORMATION**

Type of Card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

I authorize Sport Island Pub to charge my credit card a \$200.00 deposit for my party on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ if I should cancel my party less than 7 days in advance

Signature: \_\_\_\_\_ Date: \_\_\_\_\_