



CONEWANGO CLUB

201 Market Street Warren, PA 16365
Tel 814-723-6250 Fax 814-723-2320

BANQUET RESERVATION CONFIRMATION

Date _____ Banquet Date _____
Name _____ Other Name _____
Address _____ Phone _____
_____ No. of Guests _____
Room _____ Time _____
NON-REFUNDABLE DEPOSIT/ROOM FEE REQUIRED \$ _____

I have reserved the above room and paid the required deposit, confirming the room, time, and date of my banquet. I understand my non-refundable deposit will be used for items such as linen expenses, special table arrangements, cake-cutting service, etc. I also understand that I will be held responsible for any damage I or any of my guests cause to the furniture or fixtures of the Conewango Club.

I understand banquet pricing applies to all food and beverage purchases. Menu selections must be made one month prior to your banquet. **Firm counts of menu selections must be submitted by _____**. There will be no changes accepted after this date. You will be charged the entrée price for each reservation whether present or not. Initials _____

The prices in effect at the time of confirmation are subject to a proportionate increase to meet increased cost of food, beverage, or any other increases. I understand all food and beverage purchases are subject to appropriate tax and gratuity charges. Currently, food is taxed at 6% and the gratuity is 20%. Liquor, beer, and wine are not taxed and are subject to a 20% gratuity. **(I have read the Banquet Reservations Additional Cost Sheet)** Initials _____

Club policy prohibits the carry-out of any food items not consumed at the conclusion of the event. Also, in accordance with the Pennsylvania State Liquor Control Board (PLCB), alcoholic beverages may not be brought into the event nor are they allowed to be taken off-premise during or at the conclusion of the event. This policy must be strictly adhered to.

Unless details are made in advance, payment for the function must be made at the conclusion of the event by cash, check, or credit card. Billing for the function must be arranged in advance.

Signature _____ Date _____