



Tea At *Seven Springs*

Ver. 9/01/06

Customer Name _____

Phone Number (Day) _____ (Evening/Cell) _____

Type of Event _____

Event Date _____ Beginning Time _____ End Time _____

Number of Guests _____ Group or Honoree _____

(if Birthday Celebration) Age _____ Birth date _____

Food Service Choice _____ Tea Choice _____

Price per person _____ x _____ (# guests) = _____ (Subtotal)

Tax (6%) _____

Gratuity (20%) _____

Total Amount Due _____

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A deposit of 1/3 of the total amount due is required at the time of booking. (Deposit may be refunded in full if event is cancelled within 24 hours of booking. After 24 hours, deposit may be refunded less a \$50 processing fee. This deposit is non-refundable if the event is cancelled within 72 hours of the scheduled event date. Changes to contract must be made prior to 72 hours of the event. Due to advance personnel scheduling, reasonable changes made prior to deadline may be refunded less gratuity. Drastic changes to contract may be partially refunded at discretion of management.

Deposit amount _____ Cash / Check# _____

Credit Card Information: Visa / Mastercard

Name on Card _____

Card # _____ Expiration Date _____

V Code (last 3 digits on signature strip on back of card) _____

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Balance Due _____

Customer Signature _____ Date _____