



26 Green Street, Newburyport, Massachusetts 01950

Phone: 978.463.9009 Fax: 978.463.9007

Thank you for choosing Mission Oak Grill to host your event. Please help us provide you with our excellent service by filling out this form and faxing the information to the attention of Jessica Duffy, Functions Manager, at 978.463.9007. Please note that we do need this agreement completed and a deposit payment to guarantee your reservation.

Today's Date: _____ Date of Reservation: _____

Name: _____ Company: _____

Address: _____

Person Making Reservation: _____ Type of Function: _____

Phone #: _____ Fax #: _____

E-Mail Address: _____ Number of Guests: _____

On-site Contact Person: _____ Arrival/ Seating Time: _____

Requested Room/Area: _____ Audio/Visual Requirements: _____

Special Requests/Instructions: _____

MENU: Bronze _____ Silver _____ Gold _____ Other _____

Guest Guarantee Policy: A guaranteed guest count is required **14 days prior to the event date**. If no guarantee is received and agreed upon, the number of guests expected will be considered the guaranteed number.

Payment: Mission Oak Grill must receive a good faith \$500.00 deposit to guarantee the reservation date. This deposit is non-refundable. Events booked more than eight months in advance require an additional 20% of the estimated total paid six months prior to the function. Final payment is due on the day of the event. Mission Oak Grill accepts cash, credit cards and traveler's checks. We do accept company checks, however, we require a letter of authorization, on company letterhead. We do not accept personal checks.

Deposit/Cancellation Policy: All cancellations must be made at least **four weeks** prior to the event. The initial \$500.00 deposit and any other payments made are non refundable. A 6% refund fee applies to all credit card transactions. Cancellations must be made directly with the Functions Manager.

Liability: **Mission Oak Grill is not responsible for loss or damage to any property brought into or left in the restaurant by clients and/or its guests.** **Mission Oak Grill accepts CASH - VISA - MASTERCARD - DISCOVER - TRAVELER'S CHECK**

Type of Credit Card: _____ Name on Card: _____

Credit Card #: _____ Exp. Date: _____

Mission Oak Grill Authorization _____ Date: _____

Please Print Name _____

Guest Signature _____ Date: _____