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### **CLARK DINING ROOM CONTACT**

#### **Guidelines and Policies**

1. The Clark Dining Room is available during regular business hours, Tuesday – Sunday, 11:00 a.m. – 2:00 p.m. The room accommodates up to forty guests (40) comfortably.
2. Only for groups of 10 and under ordering off the menu, separate checks are available.
3. A 20% gratuity is added to groups of 5 or more.
4. Food selection is needed one (1) week prior to the event. Final count is needed 48 hours prior to the event.
5. A \$150.00 deposit is required as soon as possible to confirm the reservation for groups of twenty (20) or more guests.

**Deposit is non-refundable and non-transferable for other services or dates, and will be applied to your final total.**

#### **Terms of Payment:**

Payment in full is due on the day of the event. We accept cash, personal/company check and major credit cards. Major credit card is required to hold reservation.

Cancellations made within 24 hours of the event will be charged \$150.00.

Event Date: \_\_\_\_\_ Approximate Number of Guests: \_\_\_\_\_

Time of Function: Start) \_\_\_\_\_ (End) \_\_\_\_\_

Responsible Billing Party: \_\_\_\_\_ E-mail \_\_\_\_\_

Phone:(Home) \_\_\_\_\_ (Work) \_\_\_\_\_ Cell \_\_\_\_\_

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

CreditCard# \_\_\_\_\_ Exp.Date \_\_\_\_\_

Please sign and return.

Thank you,  
Dining Room Manager Patrycja A. Kolsut  
and Chef Mark Elliotte C.C.