

Chantilly Tea Room & Gift Boutique

5185 N. Genematas Drive, Tucson, Arizona 85704

(520) 622-3303

FAX (520) 408-7033

Group Reservation Agreement

Thank you for choosing to host your special occasion at Chantilly, a Victorian tea room and gift boutique. Our goal is to ensure the success of your day and to provide an atmosphere in which you and your guests may indulge in a truly unique experience. In order for us to fulfill our obligation of service to your occasion, we want to clarify and confirm the points of your reservation.

Guest/Hostess Name: _____

Address: _____

Phone: _____ **FAX:** _____

2nd Phone: _____

Event Date: _____ **Time:** _____ **(2 hr. time period)**
(Day/Month/Date/Year)

Type of Event: _____ **Room Charge (if applicable):** _____

Table Plaque (honoree person/group): _____

Menu: If not yet selected, must be confirmed by (3 days prior to event). _____

Cake: Yes ___ No ___ Store bought: Plate/cutting fee-\$1.50 per person

Cupcakes: Yes ___ No ___ Chantilly only: \$2.25 ea. – No additional fee

Gift Area: Yes ___ No ___

Special Requests (Hostess Table, Favors, etc.) _____

Name: _____ Event Date: _____

Estimated Guest Count: _____ (at time of reservation)

Adjusted Guest Count: _____ Due 1 week prior to event if count drops below
(75% of original estimated count)

Final Guest Count Guarantee: _____ Due 1 day prior to event – by **4pm**
(adjustment should not exceed 2-3 guests)

Late Additions: Based on availability of seating and food.

Table Arrangements: Tables may not be moved, due to the nature of our space and antique furniture, but we will make every effort to provide the best seating for your group.

Breakage/Damage: Guest hostess is responsible for any breakage or damage to property by guests when the room is in guests' possession.

Deposit and Cancellation: Upon signing this agreement a 25% deposit will be collected (based on the estimated guest count). This deposit is refundable up until the cancellation date. After that date the deposit is forfeited. Reservations will be confirmed upon receipt of deposit.

Deposit Amount: _____ **Last Cancellation Date:** _____ (by 4pm)

Final Bill: A single, final bill will be presented based on final guest count guaranteed and any late additions, and will include applicable tax and 18% gratuity

Payment may be made by cash, Master Card, VISA or business check (no personal checks accepted).

Credit Card Number: _____ Exp Date _____

Card Holder Name: _____ Phone No. _____

NOTE: To ensure proper communication with Chantilly pertaining to your event (update, details or cancellation) all contact should be made directly to Tamara Read or Bruce Read.

Chantilly Date Guest Hostess Date

***NOTE: Please sign & return the signature page to Chantilly. Thank you.**