

Room Reservation Contract			
Event:		Day/Date:	
Contact:		Phone:	
Address:		ALT Phone:	
		Fax:	
Email:			
A/V Needs:		Mic/Podium:	
		Screen/Projector:	
		Music:	
		Background	
Room Fee:		Setup Fee:	
Event Setup Time:		Start:	End:
Estimated Guests:		gtd guest:	
		actual guests:	
Special Provisions:			

1. Estimated guest count must be given at time of booking and exceed 35 guests for Magnolia's, 80 for Two Dogs, 150 for The Forum. Failure to meet guest count may result in a surcharge or moving the event to a room that better accommodates the group.
2. Guaranteed guest count must be given 120 hours prior to the function OR WED BY 12:00 NOON For Wedding receptions.
3. Magnolia's will provide 10% above the guaranteed amount at no additional charge. However, final bill will reflect actual guest count if exceeds original amount. Client will be billed for guaranteed amount if actual count falls below. Magnolia's will also give a 5% lead way.
4. 25% deposit required for each event. \$ _____ 50 % (Wedding receptions) must be paid 30 days prior to event. Cancellations will be fully refunded 75 days prior to event. A rebooking fee of no more than \$500.00 may apply.
5. Individual checks are not permitted.
6. We accept cash, check or direct bill if arrangements have been made with our billing department.
7. MasterCard, Visa and Discover are also accepted with a minimum charge of 3% of the final bill for processing fees.
8. Final Payment must be made at the close of the event unless prior billing has been approved.
9. Sales tax will be applied to all events unless tax-exempt form had been submitted.
10. Guests are restricted to public areas only.
11. For The Forum events a minimum of 250 is needed to open both floors
12. We reserve the right to refuse service to anyone we feel may be intoxicated or causing a disturbance.
13. All Food & Beverage must be purchased from Magnolia's except wedding cakes. Handling fee may be accessed for service ware.

It is the client's responsibility to have cake decorator meet w/ Magnolia's to discuss details. Mints are also allowed. Any outside food or beverage will not be served or tolerated.

I have read the above policies and hereby agree that this contract is correct and binding.

_____	_____	_____	_____
Client Signature	Date	Magnolia's	Date