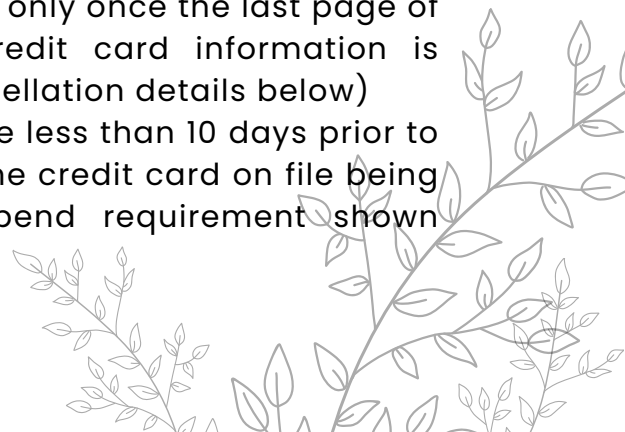




Private Dining Information & Reservation Contract

1. **CONTRACT:** Your signature on this Private Dining Reservation Contract for your event is required to guarantee your reservation. Any modifications to this form or your food and beverage selections must be confirmed in writing via email at erin@walkersmuskegon.com prior to your event.
2. **PAYMENT POLICY:** In order to hold the private dining room, you will be required to provide credit card information on this agreement. Your card will be kept on file in the event of cancellation or damage to the room or facilities. The credit card information entered on this agreement does not have to be the payment form used for your event. The amount for your total tab will be collected on the day of your event. All events in the private dining room will be put on one check. If another form of payment is used for your final tab, and the payor contests the minimum spending requirement, the credit card information entered on this agreement will be used to meet the requirement.
3. **MINIMUM SPENDING REQUIREMENTS:** Walker's does not charge a room rental fee for our private dining room, instead we have food and beverage minimums based on the timeslot you select. The minimums, listed below, are presented as an amount you agree to spend on food and drink in exchange for the use of the private dining room. Sales tax (6%) and Gratuity (20%) do not apply toward the room spending minimum.
 - a. Sunday through Thursday \$250 spend minimum
 - b. Friday & Saturday \$500 spend minimum
4. **CAPACITY, AVAILABILITY & BOOKING:** Our private dining room seats up to 24 people. The private dining room is held on a first confirm basis. A reservation is made only once the last page of this contract is filled out and credit card information is provided to hold the room (see cancellation details below)
5. **CANCELLATIONS:** Cancellations made less than 10 days prior to your scheduled event will result in the credit card on file being charged 50% of the minimum spend requirement shown above.



6. MENU SELECTION: Walker's must receive your selected menu format ten days prior to your event day. Walker's offers two options for our private dining room. Groups of 10 or less may choose between our REGULAR MENU or FIXED MENU. For groups of 11-24 FIXED MENU is required.

7. RESERVATION HOURS: There is a three hour time limit on all events. In the event your party goes over that limit, there will be a \$50 fee charged to your final bill. Maximum of one additional hour. Additionally, if the guest is late to their scheduled reservation Walker's will ONLY hold your reservation for 60 minutes past the reservation time. After that, the reservation will be considered null and void, and the host will be charged the minimum spending requirement for the room and timeslot reserved.

17 AGREEMENT COMMUNICATIONS: For all private dining room reservations Walker's will communicate via email; ensuring that all communication will be available to all parties in electronic form

You, the client, have read and understand Walker's policy of cancellations. This Private Dining Reservation Contract constitutes the entire agreement between the parties and may not be modified or amended except by an instrument in writing signed by both the Client and Walker's. "The undersigned acknowledges that he/she has read and understand the Private Dining Reservation Contract including this page and preceding two pages by signing and dating below."

SIGNATURE _____ DATE: _____





Private Dining Room Reservation Contract Form

TODAY'S DATE: _____ TYPE OF EVENT: _____

DATE OF EVENT: _____ ARRIVAL TIME: _____ GUEST COUNT: _____

CLIENT CONTACT PERSON: _____

PHONE #: _____ EMAIL: _____

CREDIT CARD #: _____ EXP DATE: _____ CVV: _____

NAME AS IT APPEARS ON CARD: _____

CARDHOLDER SIGNATURE: _____

MENU

☐

Regular Menu

Available for groups up to 10 people.

☐

Fixed MENU

Available for groups of any size but required for groups of 11 or more. Limited menu at a fixed price per person.

☐

Fixed dinner menu (platinum) - \$65 / person

☐

Fixed dinner menu (gold) - \$55 / person

☐

Fixed dinner menu (silver) - \$35 / person

