



**RESERVATION REQUEST FOR SATURDAY MAY 20<sup>th</sup>**

Congratulations to all 2017 Graduates!

To request a reservation for dinner on Saturday May 20<sup>th</sup> please fill out this form with the information required below. We will be offering dinner on Saturday May 20<sup>th</sup> starting at 4:30 p.m. A non-refundable deposit towards your dinner will be charged to your credit card when the reservation is made. For parties up to 6 guests we require a \$100 deposit, for parties of 7 to 10 guests, a deposit of \$200 is required and for a party of 11-16 guests (may require separate tables) we will require a \$300 deposit to secure your reservation. Your deposit will be deducted from your final bill on the date of the reservation. You may add guests to your party at a later time, if space allows, with at least **72 hours advance notice**. Only one check will be presented to your table (no split checks, please).

Deposits are refundable until Thursday, May 11<sup>th</sup> when cancelled by email ([events@waterworksvt.com](mailto:events@waterworksvt.com)). An additional fee of \$25 per seat will be charged to your credit card if you do not honor the reservation without any notification. Please contact the restaurant managers with any questions. Booking a reservation is acceptance of the stated terms.

All dinner reservations for parties up to 6 guests will have a two-hour dining period. For parties of 7 guests or more, you will have 2.5-3 hour dining period depending on your party size. Please select 1<sup>st</sup> or 2<sup>nd</sup> choice dining times below. Please understand that we are offering a select number of dining times to give every family adequate celebration time with the graduate.

Full Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Reservation: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Parties of 2 to 6 guests (please indicate 1<sup>st</sup> or 2<sup>nd</sup> choice):

4:30 \_\_\_\_ 5:00 \_\_\_\_ 5:30 \_\_\_\_ 6:45 \_\_\_\_ 7:15 \_\_\_\_ 9:00 \_\_\_\_ 9:30 \_\_\_\_

Parties of 7 or more guests (please indicate 1<sup>st</sup> or 2<sup>nd</sup> choice):

4:30 \_\_\_\_ 8:15 \_\_\_\_ 8:45 \_\_\_\_ 9:15 \_\_\_\_

Please fill out the payment information below for deposits. Once we receive your Reservation Request along with your deposit we will then contact you to confirm your reservation and dining time. Please note that submission of this form does not mean your reservation is confirmed. If you would like to be contacted by one of our managers so we can take the payment information over the phone, please write that below.

Type of Card: Visa / MC / Discover / Amex

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_ / \_\_\_\_ CVS: \_\_\_\_\_

I understand and accept these guidelines (Please sign): \_\_\_\_\_

If you would like to be contacted by phone for payment information please provide a phone number & the best time to reach you.

\_\_\_\_\_

**You can email this form to [events@waterworksvt.com](mailto:events@waterworksvt.com).**

**You will be contacted within 3 business days after your submission.**

**This reservation is subject to the Waterworks' Graduation Weekend Cancellation policy.**