



### RESERVATION REQUEST FOR SATURDAY

Congratulations to all 2022 Graduates!

To request a reservation for dinner **on Saturday May 21<sup>st</sup>** please fill out the information required below and email your completed form to [waterworksvt@gmail.com](mailto:waterworksvt@gmail.com).

All dinner reservations for parties up to 8 guests will have a 2-hour dining period.

Parties of 9 guests or more will have 2.5-3 hour dining period depending on your party size.

Please select 1<sup>st</sup> and 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. If you would like to be contacted by someone so we can take the credit card information over the phone, please write that below. **Once we receive your Reservation Request along with your credit card information, we will then contact you (within 3-5 business days) to confirm your reservation and dining time.**

Our cancellation policy is as follows:

Cancellation **within 7 days** of your reservation will result in a charge to your credit card at the amount listed below based on your party size. \*Your card will **not** be charged if you cancel at least **7 days prior to your reservation**.

For parties up to 8 guests, a \$100 cancellation fee will be charged

For parties of 9 – 11 guests, a \$150 cancellation fee will be charged

For parties of 12 – 14 guests, a \$200 cancellation fee will be charged

You may add guests to your party at a later time, **if space allows**, with at least **7 days advance notice**.

**Booking a reservation is acceptance of the stated terms.**

**For groups of 15 or more**, please submit an event inquiry on our *Events & Private Parties* page on our website for event room pricing and availability.

Reservation Information		
Full Name:	Reservation Date:	
Email:	Number of Guests:	
Phone Number:		
Parties of 2 to 8 (please indicate 1 <sup>st</sup> and 2 <sup>nd</sup> choice)		
4:00 ___ 4:30 ___ 5:00 ___ 5:30 ___ 6:15 ___ 6:45 ___ 8:00 ___		
Parties of 9 or more (please indicate 1 <sup>st</sup> and 2 <sup>nd</sup> choice)		
4:15 ___ 5:00 ___ 5:30 ___ 6:00 ___ 8:15 ___ 8:45 ___		
Additional Information:		
Credit Card Information		
Card Type: <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Discover <input type="checkbox"/> AMEX		
Cardholder Name (as shown on card):		
Card Number:	Expiration Date (mm/yy):	CCV Number:

I, \_\_\_\_\_, authorize Waterworks to charge my credit card above for the agreed upon cancellation fee. I understand that my information will be saved to file for possible future transactions on my account. **Please note that the card you select to confirm your reservation will not be used to charge the balance of the dinner, unless that card is brought in on the evening of your reservation.**

Customer Signature \_\_\_\_\_

Date \_\_\_\_\_