

Reservation Contract

The following guidelines shall be in place for any group or party of guests larger than 12 people with reserved seating in the restaurant. This contract shall secede any verbal agreements or prior arrangements made with the staff of the restaurant for the actual reservation date listed below.

1. There is a minimum charge of \$10.00 per person on all dinner reservations that exceed 12 people or more. (Lunch reservations and other arrangements excluded).
2. The minimum number of guests required for private dining reservations shall be a guarantee of 20 or more people. (There may be an exception to this rule if other reservations exist on the particular day you pick as your reservation date).
3. A guaranteed number of guests reserved for a party must be confirmed seven days before the date of the actual reservation. (This date shall be defined as the guarantee date in the contract).
4. A menu for your reservation must be chosen by the seven-day guarantee date prior to the event.
5. Paragon Restaurant will hold a \$100.00 deposit for all parties greater than 15.
6. Any reservation that cancels within the one-week confirmation period prior to the reservation shall forfeit the \$100.00 deposit. Upon the date of the actual reservation—your group shall be held responsible for payment of all reserved number of guests—whether they physically show or not.
7. Reservations will be held for 15 minutes beyond your parties' scheduled time and date of your reservation—if at that time a minimum of 50% of your party has not arrived—the reservation shall be forfeited as well as the deposit paid.
8. Your function will be held to a two-hour time limit for your enjoyment—any reservation that exceeds the two-hour time limit shall be responsible for additional room charges that will not exceed \$350.00. The two-hour time limit shall begin upon the scheduled time of your reservation. Please make arrangements in advance if your parties needs extend beyond the two-hour time frame—special arrangements may be made with the management of Paragon prior to your reservation date.
9. There is a 20% automatic gratuity added to your bill for service. This amount shall be included for all members of your party.
10. Separate checks may be provided for each of your guests—however—the restaurant must be aware of this prior to your actual reservation date.
11. NO FOOD LEFT FROM A BUFFET CAN BE PACKAGED TO-GO DUE TO FOOD SAFETY CONCERNS (FOOD BEING LEFT OUT)

By signing below—I agree to all the terms and conditions set forth on the contract. I further affirm that I have read and understand all of the terms/conditions of this contract.

Guarantee Date: _____, (one week prior to the event)

Date and Time of Reservation: _____

Number of Guaranteed Guests: _____; Separate Checks _____

Reservation name, (also responsible party): _____

Menu: _____

Deposit Payment (Cash, Credit Card or Check): _____

(For Credit Cards—Account Number and Expiration Date required).

Signature of Responsible Party: _____

**My signature confirms all the above information to be true.

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