

## **Locke-Ober Private Dining Third Floor Policy**

We would be delighted to host you at Locke-Ober in one of our unique and famous Private Dining rooms, located on the third floor.

You may accept this offer and confirm your reservation by completing this agreement, and including a credit card number to which a NON-REFUNDABLE deposit will be billed. You may return this contract, in person or by fax, within 24 hours. Any contract received by Locke-Ober Restaurant after the above mentioned 24 hours will only be considered a counteroffer which Locke-Ober Restaurant can accept at its discretion.

The \$500.00 non-refundable deposit will be applied to your final bill and additional charges of 5% Mass. meals tax and 18% gratuity and 3% administration fee will automatically be added to your final bill.

In the event the bill is less than \$500.00, the difference will be forfeited as a minimum guarantee.

All remaining charges must be paid in full on the evening of the event.

### **CANCELLATION**

The reservation deposit is NON-REFUNDABLE. In the event of cancellation, the cancellation charge will be this non-refundable deposit.

We thank you, and look forward to hosting your special event.

Sincerely,

Adrienne L. Andreae  
Sales and Marketing Manager

Name of Company/Host: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Time: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Credit card # for deposit: \_\_\_\_\_ Exp: \_\_\_\_\_