

The Cottage Reservations for 6+ Guest Deposit

Thank you for choosing to dine at The Cottage, we look forward to cooking for you and your party! With our cozy space and limited seating. We do require a guarantee for parties of 6 or more in the form of a deposit of \$250. This deposit may be charged to a credit card listed below and will be deducted from the total due on the day of your reservation.

Cancellation policy:

100% refund within 7 days prior to reservation.

50% refund within 3 days.

No refund will be given for same day cancellation.

All cancellations must be submitted and confirmed by an authorized manager via email or telephone confirmation.

Please sign and date The Cottage contract and email back to sheena@thecottagewestport.com to finalize and hold the date you have requested.

The undersigned agrees to the terms of this contract to charge the credit card provided for a deposit on a future event. Menu subject to changed based on availability of products. No menu item will be guaranteed. The refund policy is stated above.

Card type: American Express, Visa, Mastercard

Account # _____ Exp Date: _____

Name as it appears on card: _____

Signature: _____

Address of cardholder:

Phone number: _____

Name of reservation: _____

Date of reservation: _____ Time: _____

Number in party: _____

We will confirm the final number of guest in your party 3 days prior to the event. This is the guest count we will use to hold your tables. Please be accurate when booking your party.

To be completed by The Cottage

Final guaranteed number in party: _____ Confirmed by: _____ Date: _____

Client Name: _____

Table arrangements: _____

Contact: _____

Flowers: _____

Phone: _____

Cake: _____

Email: _____

Notes to chef: _____

Special needs: _____

Notes to FOH: _____

Heading on menu: _____

Staffing: _____