

The Cottage Reservations for 5+ Credit Authorization

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 5 or more. In the event of a cancellation we will issue a gift card for \$250 to be used at a later date.

Cancellation policy:

No charge for a cancellation more than 48 hours in advance.

For a cancellation less than 48 hours in advance we will issue a gift card for \$250 to be used at a later date.

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 charlie@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: _____ Contact: _____ Phone: _____
Email: _____

Special needs: _____

Heading on menu: _____

Table arrangements: _____ Flowers: _____

Cake: _____

Notes to chef: _____ Notes to FOH: _____ Staffing:
