Function Information Sheet

109 Howard Street, Enola PA 17025 717-732-2077 (P)
717-732-6260 (F)

Contact Name:_____

Group / Event Name: _____

Phone: _____ Fax: _____

Date of Event: _____ Event Time: _____

Guaranteed Number of Attendees

- ☐ 10 Person Guarantee
- ☐ 20 Person Guarantee
- ☐ 25 or more person Guarantee

Do you need any A/V Equipment?

- ☐ We need an LCD Projector ($175.00)
- ☐ We need a Screen ($40.00)

Agreement

This form must be signed and returned via fax, US Mail or scanned and emailed to the Tavern on the Hill prior to the event date in order to acquire your reservation. A Credit Card is required to reserve your room for the evening and, in the event of cancellation, a 72 hour notice is required. If your function is cancelled with less than a 72 hour notice, your credit card will be charged for $250.00. There will also be a *$30.00 fee per person for no shows.

(* This fee may no be substituted by any other item.)

Credit Card #: _____

Expiration Date: _____

I have Read and Agree to the Policies of Tavern on the Hill

_____ _____
Printed Name Date

_____
Signature