

RE: Peerless Restaurant Confirmed Christmas Reservations

Company Name:

Date:

Guest Count:

Time:

Due:

Return this page signed within 5 days. Fax: 423-282-4224

Dear Party Planner,

The Peerless restaurant & Ballroom appreciates your booking of your Christmas gathering this year. *Please read this letter carefully*, so that your reservations will be accurate and secure. The information box found above contains your reservation for your holiday party. Our rooms are very limited through Christmas and our guidelines are strictly enforced during this period.

In order to confirm this event, we request that you immediately sign this letter and return it to The Peerless restaurant by Fax within 5 days in order to guarantee your reserved space. The above information will be considered a guaranteed event unless you choose to specify below a change to your reservation. If you wish to cancel the confirmed reservation, all parties are subject to a cancellation fee if canceled within 30 days of the event. **See Cancellation Fees on The Ballroom section of our website.**

Five Easy Steps to Confirm your Reservation:

1. Read the above confirmation in bold carefully.
2. Authorized person only to sign and fax your confirmation sheet within 5 days of today's date. *(Please do not delay – in order to guarantee your reserved space)*
3. Fill out the box below – only if there is a change in the reservation.
4. You may call in and fax a guest number change before November 15th if needed.
5. Select your menu and fax it to us now, or within a five day period.

The second part is to review and select your menu from The Menu Guide. Feel free to contact any of our representatives to assist you in your needs between 1:00 PM and 6:00 PM Monday – Friday at 423-282-2351. You may ask for John Kalogeros or Karen Whittaker for assistance. Simply check off the items you wish to serve from our menu guide, and fax it back to us now.

Return all necessary forms by fax to The Peerless Restaurant (423)-282-4224.

Only an authorized and responsible person may sign their contract. Anyone not authorized will be responsible for the full payment of the event scheduled by this contract.

NO CHANGES TO THE MENU MAY BE MADE AFTER THE FIRST DAY OF DECEMBER

FILL OUT FOR CHANGES ONLY

DATE OF EVENT:

TIME OF EVENT:

GUEST COUNT:

Authorized Signature & Title

Date

Phone #