

# Red Fox Banquet Agreement

Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Date: \_\_\_\_\_

Who is the event for: \_\_\_\_\_

Time: \_\_\_\_\_ Estimated number of Guests: \_\_\_\_\_ (adults) \_\_\_\_\_ (kids)

Location: \_\_\_\_\_

Service type: Buffet \_\_\_\_\_ Family Style \_\_\_\_\_ Platters only \_\_\_\_\_

Special requests: \_\_\_\_\_

## Pricing

Buffet or Family Style (price per person): \$ \_\_\_\_\_

Estimated Total Price: \$ \_\_\_\_\_ plus 6% sales tax

Guest will supply: \_\_\_\_\_

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Red Fox will supply: \_\_\_\_\_

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**Terms:**

- A deposit of 25% of the estimated total is required to secure the date.
- Should you need to cancel we ask that you give us a 5 day notice. If a cancellation occurs within 5 days of the event your deposit may be forfeited.
- Within 3 days of the event you will need to give us: the exact number of guests, confirm your food choices & final price, and pay an additional deposit of 50%. At this point all deposits paid are **Non-Refundable**
- The balance is due upon notification or delivery.
- We accept Cash, Visa, Mastercard & Discover Credit Cards. Business Checks require upon prior approval. Sorry, but we do not accept personal checks.
- Prices shown on menus are plus Florida Sales Tax of 6%
- A gratuity of 20% will be added for events held at our restaurant or that require service at your site.

**I agree to the prices & terms as shown above:**

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Guest

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Banquet Manager

**To be completed no later than 5 days prior to event:**

**Menu Selection**

**Final guest count:** \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total per above: \$ \_\_\_\_\_

6% Sales Tax: \$ \_\_\_\_\_

Gratuuity 20% \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Less Deposits \$ \_\_\_\_\_

Balance Due \$ \_\_\_\_\_

**Agreed this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_**

\_\_\_\_\_  
Guest

\_\_\_\_\_  
Banquet Manager

# Credit Card Authorization Form

Cardholder Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Card Type: Visa \_\_\_\_\_ Mastercard \_\_\_\_\_ Discover \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

I acknowledge that I have entered into an agreement with the Red Fox Diner for catering. As per the terms of our agreement I authorize the Red Fox Diner to charge the following on this credit card:

Reservation deposit \$ \_\_\_\_\_

Food deposit \$ \_\_\_\_\_

Final payment \$ \_\_\_\_\_

\_\_\_\_\_  
Card Holder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Red Fox

\_\_\_\_\_  
Date