



## Shakers of Roanoke, VA - Private Dining Contract

Party Name: \_\_\_\_\_ Space Reserved: \_\_\_\_\_

Date Of Event: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_\_ - \_\_\_\_\_ Guest Count: \_\_\_\_\_

Set Up Contact: \_\_\_\_\_ On-Site Contact: \_\_\_\_\_

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

Menu Selected: \_\_\_\_\_

One Check: \_\_\_\_\_ Separate Checks: \_\_\_\_\_

Menu Price Per Person: \_\_\_\_\_ Food & Beverage Minimum : \_\_\_\_\_

Credit Card Information: \_\_\_\_\_ Expiration Date \_\_\_\_\_

### Booking

The Private Dining Room is available for reservation on a first come-first serve basis. Private Dining Space may be booked in 3 hour increments; additional hours may be available upon request and charged accordingly. During holidays and graduation these times slots are fixed at 11 am to 1:30 pm, 2 pm to 4:30 pm, 5 pm to 7:30 pm, and 8:15 pm to 11 pm. There is no charge for the room, however a food and beverage minimum guarantee must be agreed upon in order to book. The spaces cannot be reserved without provision of a valid credit card number and expiration date. The card number will be charged a fee of \$200 ONLY in the case of cancellation less than 2 weeks from the scheduled date; otherwise it will not be charged. Custom decorations can be provided if ordered two weeks in advance. Any decorations provided by the booking party may be done during the reserved hours; decorations must be approved by management.

Our private dining room is located on the café in a private closed door environment. It's neutral color palate and flexible floor plan provide the perfect setting for your rehearsal dinner or anniversary.

### Additional Amenities

(Available varies based on space reserved)

High Speed Internet Access (N/A), Cake Cutting (\$2pp), Linen Rental & Set Up (\$120),  
Additional Hours (\$100), Wine Corking (\$8), Centerpieces (priced as ordered)

Service Charge: 18%

City/State Tax 12%

I have read and agree to all the above.\*

Signature: \_\_\_\_\_ Today's Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Print Name: \_\_\_\_\_ Manager's Initials \_\_\_\_\_

\*Terms and conditions are subject to change without notice. Contract void without Shakers Restaurant manager's initials.