



Corporate Event

Wednesday, December 21, 2022

ACCOUNT: Lake Geauga Head Start

CONTACT: Terri Van

ADDRESS:

EMAIL: tvan01@lguhs.org

PHONE: 440-551-9600

SALES MANAGER: Kim Trenton

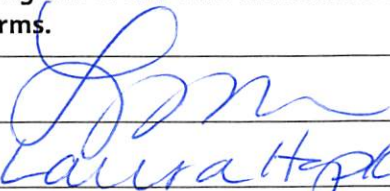
EMAIL: kim.trenton@therollhouse.com

PHONE: 440-946-5131

Please fill in the following form to secure your reservation on Wednesday, December 21, 2022 at RollHouse - Mentor. The deposit for this event is \$350.00 and will be charged to the card below. The remaining balance will be presented to the host at the close of the event.

The Food & Beverage Minimum for your event is, if the minimum is not met a room rental fee for the outstanding balance will be added to your final bill.

Credit Card Authorization Form

Credit Card Type: <u>VISA</u>	
Name on Credit Card: <u>LAURA HOPKINS</u>	
Credit Card Number: <u>4246 3153 1930 5031</u>	Security Code: <u>792</u>
Expiration Date: <u>11/24</u>	
Credit Card Billing Address: <u>77 7757 AUBURN RD. SUITE 27, PAINESVILLE, OH 44077</u>	
I understand that by signing this Credit Card Authorization form that this credit card will be charged in accordance with our terms.	
Cardholder's Signature: <u></u>	
Print Name: <u>Laura Hopkins</u>	
Date: <u>10/31/22</u>	

GUARANTEES

A guaranteed guest count is **required seven (7) business days prior** to the function. Clients may increase guest count. This guaranteed minimum is not subject to reduction. If we do not receive a minimum, the number received in confirming the function will be used. This allows for proper food preparation and service levels.

ALCOHOL POLICY

RollHouse Entertainment staff will not serve alcohol to anyone under the age of 21 or anyone appearing to be intoxicated. All alcoholic beverages must be purchased through RollHouse Entertainment.

FOOD POLICY

Due to Health Department regulations and RollHouse Entertainment policy, all food (exception of celebration cakes) must be provided by RollHouse Entertainment. Please see Ohio Uniform Food Safety Code 3717-1-03.6, Paragraph D. Guests are not permitted to remove any remaining food or beverages from an event from the premises.

LABOR

RollHouse Entertainment will schedule the appropriate staffing levels for your event. Requests for additional staffing will result in an additional charge.