



Four Square Restaurant
RESERVATION DEPOSIT FORM
Graduation Weekend 2010

To hold your reservation, please complete and sign this form and return by fax or mail. Reservations are not confirmed until this form has been received by Four Square. The form must be returned within **5 days** of making the reservation. We recommend that you call us to confirm receipt of this form.

Today's Date:

Name of Party:

Day:

Date:

No. of Guests:

Time:

Phone (incl local contact):

Fax:

DEPOSIT & CANCELLATION POLICY

Four Square requires a \$100 deposit on all reservations for Graduation Weekend. We require a minimum of 14 business days' notice of cancellation. If a cancellation is made within 14 days of the date of the reservation, the deposit will be forfeited. If the party fails to appear for the reservation, the full menu price multiplied by the number of people reserved will be charged to the credit card below.

CHANGES IN PARTY NUMBER

If the number in your party changes, Four Square requires 7 business days notice. If notice is not received, the credit card below will be charged the full menu price for "missing" members of the party. *Please note that if the number in your party changes, we may no longer be able to accommodate you at your original reservation time.*

GUARANTEE INFORMATION

Credit Card Holder Name (Please Print):

Billing Address:

Credit Card (please circle): AMEX VISA M/C DINERS

Credit Card #:

Expiration Date:

I authorize Four Square to charge the above card in accordance with the policies stated above.

Cardholder Signature: _____

The menu will include three courses for \$65.00 per person, exclusive of tax and 18% gratuity. Please remember that it is important for your entire party to be on time for your reservation. We cannot hold tables longer than 15 minutes and we cannot seat incomplete parties.

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