



PRIVATE PARTY AGREEMENT

LET THIS DOCUMENT SERVE AS A CONTRACT BETWEEN JACKSON'S OF PENSACOLA AND

NAME: _____ COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ EMAIL: _____

FOR THE FOLLOWING PRIVATE PARTY

DAY: _____ DATE: _____ TYPE OF PARTY: _____

ARRIVAL: _____ DEPARTURE: _____ GUEST COUNT: _____

GUARANTEE

The minimum amount required to reserve the Governor's Room for a private party is \$1,000. This amount includes all food and beverage purchases, 7.5% Florida sales tax and 22% gratuity. All charges for the party will be based upon the minimum reservation fee of \$1000 or the final guest count, whichever is greater. Should the party not meet the minimum reservation fee, a room charge will be added to the check to meet the \$1000 minimum.

GUEST COUNT

For final billing and to orchestrate adequate staffing for the smooth style of service that is expected of Jackson's, we do require a final guest count 48 hours prior to the party.

CANCELLATION POLICY

In the event of a cancellation, Jackson's will make every attempt to rebook the Governor's Room. If rebooked, you will not incur a cancellation fee. If not, it will be necessary to charge a cancellation fee of \$250.00.

The signature of the person booking the function space indicates that the person has read and agreed to the terms of this agreement as outlined above. Please fax a signed copy of this agreement to: 850-433-9326 or mail to: Jackson's Steakhouse, 400 South Palafox Street, Pensacola, FL 32502.

Print Name of Person Booking/Responsible for Payment: _____

Signature of Person Named Above: _____

Credit Card Number and Expiration Date: _____

Please call (850) 433-2582 or fax at (850) 433-9326 for additional information.

Thank you for choosing Jackson's, we appreciate your business!