

River City Brewing Company
GROUP RESERVATION REQUEST
CREDIT CARD AUTHORIZATION LETTER

Reservation Name: _____
Contact Email Address: _____
Contact Phone Number: _____
Reservation Date: _____
Reservation Time: _____
Number of Guests: _____

I am making Group Reservations for:

- LUNCH in the Main Dining Room
- DINNER in the Main Dining Room
- SUNDAY BRUNCH BUFFET
- HOLIDAY BRUNCH BUFFET

I, _____, authorize **River City Brewing Company** to charge my below credit card account a \$100 "no show" fee for my reservation of 8+ guests for the reservation date of _____ and reservation time of _____. I understand that River City Brewing Company will **ONLY** charge my account if I "No Call, No Show" or do not cancel my reservation within 48 hours of the above reservation.

Credit Card Type: _____ Credit Card Account Number: _____
Expiration Date: _____ Security Code (4 Digit Front of AMEX, 3 Digit Back of MasterCard/Visa): _____

Cardholder Name: _____

Cardholder Signature: _____

Cardholder Telephone Number: (Home) _____ (Business) _____

- I understand by signing and authorizing this credit card authorization that I am reserving seating for 8+ guests on the above indicated date and time of reservation.
- **I understand that my card WILL NOT be charged if my reservation is canceled within 48 hours of the above reservation.**
- I understand that River City Brewing Company will hold this reservation for up to 30 minutes after the indicated reservation time and will automatically cancel my reservation if I do not show for my scheduled time and that I will be charged the \$100 "No Call No Show" Fee.
- I understand that River City Brewing Company will seat my reservation once **ALL** of the guests have arrived for the scheduled reservation and that River City Brewing Company if needed, will reduce my guest count reservation based on the number of guests who have arrived and may at its discretion, reserve un-used seats for other guests.
- **I UNDERSTAND THAT RIVER CITY DOES NOT ALLOW ANY PATRONS TO BRING IN THEIR OWN FOOD, DRINKS/ALCOHOL OR DESSERT (CAKES, CUPCAKES, PIES & COOKIES) _____** (Initial please)
- I understand that each of my guests must spend a minimum of \$9.95 for Lunch, \$14.95 for Dinner, \$21.95 for Sunday Brunch and \$28.95 for Holiday Brunches.
- I understand that I will be charged a 19% service charge regardless of one, or separate checks or if the reservation falls below 8 guests.
- I understand that in the event that some of my guests do not show, River City Brewing Company will seat me at the appropriate sized table and the remaining seats will be returned to River City Brewing Company for general use.
- I understand that in the event that 25% of my guests do not show I will be charged a \$50.00 fee. If 50% or more do not show I will be charged the minimum food and beverage per person that doesn't show at the price of \$9.95 for Lunch, \$14.95 for Dinner, \$21.95 for Sunday Brunch, and \$28.95 for Holiday Brunches.
- **I understand to avoid any fees that I must confirm, reduce, or cancel my reservation with a manager only.**

By signing below I am confirming I understand all policies regarding my above reservation.

(Printed Name)

(Date)

(Signature)

Please **READ, SIGN and RETURN** within 72 hours in order to finalize your reservation request.

Fax back to: (904) 398-2299 or Email back to Reservations@RiverCityBrew.com

River City Brewing Company 835 Museum Circle, Jacksonville, FL 32207

(904) 398-2299 www.RiverCityBrew.com