

# COLLEGE HILL COFFEE CO. PRIVATE PARTY

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Event Date/Day \_\_\_\_\_ Approx. # Attending \_\_\_\_\_ \$/person \_\_\_\_\_

50% Deposit: amount \$ \_\_\_\_\_ + sales tax \_\_\_\_\_ = total: \_\_\_\_\_

Paid by Cash \_\_\_\_\_ Credit Card \_\_\_\_\_ Date \_\_\_\_\_

Menu Choice: meat @ \$20 \_\_\_\_\_ or vegetarian @ \$18 \_\_\_\_\_

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Price/person \_\_\_\_\_ x # guests \_\_\_\_\_ = \_\_\_\_\_

Cleaning fee & extra staff = \_\_\_\_\_

Sales tax = \_\_\_\_\_

18% gratuity = \_\_\_\_\_

EVENT TOTAL = \_\_\_\_\_

Minus deposit = \_\_\_\_\_

Event Balance Due = \_\_\_\_\_

Credit Card: Register amt. (event balance due + sales tax due) \$ \_\_\_\_\_

Credit card amount: \$ \_\_\_\_\_ Gratuity out of cash drawer \$ \_\_\_\_\_

Check: Register amt. (event balance due + sales tax + gratuity) \$ \_\_\_\_\_

Check amount: \$ \_\_\_\_\_ Gratuity out of cash drawer \$ \_\_\_\_\_

Cash: Register amt. (event balance due + sales tax + gratuity) \$ \_\_\_\_\_

Cash amount: \$ \_\_\_\_\_ Gratuity out of cash drawer \$ \_\_\_\_\_