



OLIVIA'S EVENT CONFIRMATION

Please complete the following confirmation page and return it with your reservation deposit.

The reservation deposit fee must be received no later than 15 days from the booking date and the completion of the event confirmation is necessary no later than 30 days from your booking date.

This letter represents that I have read, understand, and agree to all of the terms and conditions detailed in Olivia's Banquet Room Banquet Contract.

With this agreement, I am sending a reservation deposit in the amount of \$250.00 to reserve the date of my event.

I understand that if my deposit is not received within 15 days of the booking, and alternate arrangements have not been made, cancellation of my event may occur.

SIGNATURE

DATE

EVENT DATE: _____

EVENT TIME: _____

CONTACT NAME: _____

CONTACT NUMBER: _____

CONTACT ADDRESS: _____

CONTACT EMAIL: _____

RESERVATION FEE:

\$250.00

AMOUNT ENCLOSED

CHECK #

** FEE MAY BE PAID IN PERSON, AT ANY TIME, TO A MANAGER AT THE PINE RESTAURANT OR MAILED TO:
THE PINE RESTAURANT
ATTN: BANQUET MANAGER
318 FOREST GROVE ROAD
CORAOPOLIS, PA 15108

** PLEASE DO NOT MAIL CASH