



Aberdeen

1005 Beards Hill Rd
Aberdeen MD 21001
410-272-6217

Glen Burnie

7005 Ritchie Hwy
Glen Burnie, MD 21061
410-761-8237

LOCATION	
EVENT DATE	
EVENT TIME	
NUMBER OF GUESTS	
CHILDREN UNDER 8	
CONTACT NAME	
ADDRESS	
PHONE (CELL)	
EMAIL	
EVENT MENU	
ENTREE #1	
ENTREE #2	
ENTREE #3	
BAR ENHANCEMENT	
DESSERT ENHANCEMENT	

DATE: _____

SIGNATURE

TERMS & CONDITIONS

RESERVATIONS & DEPOSITS

We request a deposit of \$100.00. Reservations of parties of 25 or more will be confirmed only after a deposit has been received. Space cannot be held until this deposit has been received. In the event of cancellation, the deposit may be used to secure an alternate date, if cancellation is made 10 days prior to your function. Your deposit will be applied to your final bill.

RESERVATION TIME

Reservation time commences the reserved time. There is a maximum of two hours for reservations. Any time over the allotted two hours will be subject to a charge of \$125 for the next hour regardless of the entire hour not being utilized.

BILLING

All balances are due upon completion of your event. Your deposit will be deducted from all final bills. We do not do separate checks. We can accommodate upon the discretion of the manager on duty however we advise against it. We can offer a check per table or multiple payments towards the final bill. No personal checks accepted for final payment. **48 hours final guest count confirmation is required. A charge of \$25.00 will be applied to final bill for every guest not in attendance.**

GUEST COUNT

The final number of guests needs to be finalized 48 hours prior to your event date and time. This number will be considered final and will not be subject to reduction. The final guaranteed number may not be less than 80% of the original signed agreement. You may be charged based on your final guaranteed number of guests.

TAX, GRATUITY & FEES

The following prices are exclusive of Maryland Tax (6% on Food & 9% on Alcohol). Tax exempt companies must submit proper documentation 7 days prior to event.

MENUS

The Olive Tree Scupper is committed to serving the freshest ingredients available. To ensure the success of your function, all menus must be determined no later than 7 DAYS IN ADVANCE. Availability and pricing cannot be guaranteed more than 30 days prior to an event.

BEVERAGES

Wine, beer, liquor and non-alcoholic beverages must be purchased through The Olive Tree. Beverages can only be dispensed by our staff. Our liquor license requires the staff to request proper identification of any person, and to refuse service to anyone who is underage, or if proper identification cannot be produced. We also reserve the right to refuse to serve any person who appears intoxicated/impaired.

SIGNATURE



DEPOSIT

Credit Card Authorization Form	
Company Name (if applicable)	
Name as it appears on card	
Credit Card Type	Visa [<input type="checkbox"/>] MasterCard [<input type="checkbox"/>] Amex [<input type="checkbox"/>] Other:
Credit Card Number	
Expiration Date	
Code	
Card Holder Name	
Billing address	
City	
State	
Zip Code	
Phone number	
Date of Event	
Party Name	
Please apply the payment to the following (select all that apply):	Deposit [\$100] (as detailed in your banquet contract) (Will be applied to Payment of final bill)
Applicant agrees that all information is accurate and complete. Applicant authorizes the credit card to be charged for the above selected use(s) for the stated event date.	
Signature of Authorized Card user	
Date	

Please fill out form, sign, and submit or email to olivetreerestaurant@gmail.com