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## Banquet Room Reservation & Confirmation

Name of Group: \_\_\_\_\_ Number of Guests: \_\_\_\_\_  
Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_  
Host: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

### Policies & Procedures:

**Please read, initial where requested, then sign and date the bottom to agree to our policies.**

1. The Party room is available by reservation only & is not available after 4:00 pm on Friday's. You will need a minimum of 20 persons to make a reservation and the room will fit up to a maximum of 60 persons. The party host is responsible for keeping the group within their 2 hour time limit.

*(For groups larger than 60, please contact Joe or Jim, as the entire restaurant may be available for your party.)*

Initials \_\_\_\_\_

2. There is a \$200.00 food and beverage purchase minimum for each reservation. This does not include the gratuity. If the group fails to meet their required minimum, a room charge for the difference will be added to the bill.

Initials \_\_\_\_\_

3. **The group is to be billed on one check.** An 18% gratuity will be added to the check. **There will be NO Separate Checks.**

Initials \_\_\_\_\_

4. Pre-orders will be accepted for confirmed groups. Groups may choose to order ala carte off our Catering Menu (Lasagna Trays, Catered Salads, etc.) or choose our Buffet (Cheese, One and Two Topping Pizza's, Salad Bar & Soft Drinks) for \$9.00 per head. Buffet price per head is for all persons attending event. No outside food or drink is allowed, with the exception of cake. A beer & wine cash bar is also available.

Initials \_\_\_\_\_

4. **A 24-hour cancellation notice is required.** If notice is not received within 24 hours of the event, a \$100.00 fee will be charged to the card provided to hold the reservation. If you need to cancel the reservation, you are required to call the restaurant and speak to Jim, Joe or the manager on duty, do not speak to any employee other than Jim, Joe or the manager on duty.

Initials \_\_\_\_\_

5. This form, along with the room deposit, must be completed and confirmed no later than 24 hours prior to the event. **Reservations are not confirmed until all paperwork is complete.**

Initials \_\_\_\_\_

As the responsible party for this reservation, I understand the above policies and procedures and agree to them. I will take responsibility for the final bill and any assessed fees that may occur due to the above outlined policies. I will be present at the event.

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_