



# Private Event

Please print clearly in the spaces provided below

## CONTACT INFORMATION

**CUSTOMER/EVENT BILLING NAME:**

\_\_\_\_\_

The primary contact will be the sole person who decides the event details.  
This is the only person we will be in contact with as well as receive  
any changes in direction from the event's start to finish.

**\*\* To avoid verbal miscommunications, EMAIL is the preferred method of contact \*\***

**PRIMARY CONTACT** \_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**BILLING ADDRESS** \_\_\_\_\_

\_\_\_\_\_

## DATE, TIME, NUMBER ATTENDING

Nora's is available for private functions (closed to the public exclusively for your event)  
on Wednesday and Thursday evenings.  
A minimum of 30 people is required.

In order to provide a level of service you come to expect from Nora's,  
the date, time, number of people in attendance and the menu for the event  
*must be settled a minimum of 2 weeks in advance.*

**\* The number of people below reflects the number of plates billed \***

**DATE OF EVENT** \_\_\_\_\_

**TIME OF EVENT** \_\_\_\_\_

**NUMBER OF PEOPLE** \_\_\_\_\_

**PLEASE NOTE: OUR MAXIMUM CAPACITY IS 38 PEOPLE**

**PRICING - MEALS**

Price per plate will include tea, coffee, water,  
15% gratuity and all applicable taxes.  
\* No changes can be processed 48 hours before the event \*

**PRICING - DRINKS**

Any additional soft drinks and/or alcohol can be billed and applied separately to the person or persons ordering -OR- added to the invoice to be included as one complete amount.

Please indicate your preference below:

**INDIVIDUAL SOFT DRINK/ALCOHOL ORDERED WILL BE APPLIED  
(PLEASE CHECK APPROPRIATE ACTION TO BE TAKEN):**

		YES	N/A
AS A SEPARATE TAB APPLIED TO EACH PERSON ORDERING	→	<input type="radio"/>	<input type="radio"/>
AS AN AMOUNT TO BE APPLIED TO THE TOTAL INVOICE	→	<input type="radio"/>	<input type="radio"/>

**PAYMENT**

Payment accepted by cash, cheque, credit or debit.  
Please select your choice of payment:  
*(Payment by credit card or debit subject to 2.9% processing fee)*

CASH →

CHEQUE →

CREDIT CARD →

A non-refundable deposit of \$250.00 is required in advance.  
The deposit will go towards the final payment of your event.

Billing for the meal will be submitted as one invoice covering the total cost of the above named event.

It will not and cannot be billed to each individual person attending the event.

**CANCELLATION**

If cancellation occurs 14 days or more prior to date of function you will receive a return of your deposit less a \$50.00 administration fee.

If cancellation occurs within 7 to 13 days prior to function you may forfeit your deposit.

With less than 7 days notice you may be billed for all estimated costs or costs incurred, depending on situation.

I have read, understood and agree to the above standards and arrangements to which Nora's Diner hosts Private Event functions.

My signature below is my agreement to the above standards and arrangements.

**CUSTOMER SIGNATURE:**

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