



218 North Lee Street, Alexandria, VA 22314 - Telephone: 703.683.1007 - Fax: 703.519.6114

INSTRUCTIONS

To make a reservation, please complete this form and mail or fax to our restaurant. We will call you to confirm the availability of the room and review the details of your event. Cancellations will only be accepted up to 24 hours before the event.

EVENT DETAILS

Name of event _____ Room: ___ Gold ___ Banquet
Number of people in the party _____ Special Instructions _____
Date _____ Time _____
Reception _____
Dinner _____ Flowers _____
Menu Header _____ Visual Aids _____
Banquet Menu # _____

CONTACT INFORMATION

Name _____ Mailing Address _____
Email Address _____
Daytime Phone _____
Fax _____

Signature