

**THE EATING AND DRINKING SOCIETY OF OREGON (EDSO)
EVENT/ ESTABLISHMENT AGREEMENT**

Name of Establishment: _____ Telephone _____

Address: _____

Mailing Address (if different): _____

Date of Event _____ Arrival Time: _____ Dinner Time: _____

Capacity: _____ Min _____ Max Web site address _____

Parking: _____

Private Room: Y or N Table Arrangement: _____

MENU:

Appetizer/Starter: _____

Salad: _____

Soup: _____

Entree 1: _____

Entree 2: _____

Entree 3: _____

Dessert: _____

Coffee included with meal? Y or N Soft Drinks, iced tea, etc included with meal? Y or N

Beer/ Wine available for purchase by glass and/or bottle? Y or N Full bar available? Y or N

EDSO Champagne? Y or N EDSO Glasses? Y or N Corkage for Champagne? Y or N \$_____

Price per person **INCLUDING GRATUITY** \$_____

Number of EDSO reservations and entrée selections for this event will be reported by (date) _____

Owner / Chef / Manager: _____ Date _____

Event bill to be presented and paid at conclusion of dinner by EDSO check.

Cash Bar: Separate tabs for individual charges for wine, beer, extras, etc. are to be given to individual diners by establishment at conclusion of dinner.

EDSO Representative Checklist:

- 1) Call wine steward to arrange for champagne and glasses at event if applicable.
- 2) Write information for newsletter regarding event, include this agreement, send to editor before publishing deadline.
Plan ahead so that newsletter will announce event not less than 3 weeks prior to date of event.
- 3) Check on final # of reservations and call restaurant by reporting date.

EDSO Representative _____ Telephone _____