

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

Name of Establishment: \_\_\_\_\_ Telephone \_\_\_\_\_

Address: \_\_\_\_\_

Directions (notes to make it easier to find – continue on back): \_\_\_\_\_

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: \_\_\_\_\_

Entree 4: \_\_\_\_\_

Dessert: \_\_\_\_\_

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

Beer/ Wine? Y or N Full bar? Y or N Corkage for wine brought by guest? 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) 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..
- 2) Check on final number of reservations and call restaurant by reporting date.

EDSO Representative \_\_\_\_\_ Telephone \_\_\_\_\_