How to Book an Event at Skyview’s Restaurant

1.) **Please call us to inquire about space availability for a given date.**

   General Manager                Professor of Practice
   Jason Lindley                  Garvin O’Neil
   Office: 806.834.7448           Office: 806.834.2570
   Cell: 806.441.0489             Cell: 409-771-0634
   Jason.lindley@ttu.edu          Garvin.oneil@ttu.edu

2.) **Complete the Event Planning Form**

   Please include your name, billing address, email address, and phone and fax numbers. Our Event Team will be happy to assist you in filling out the event form. Please contact either Jason Linley or Garvin O’Neil at the contact information above.

3.) **Forms are due 14 days prior to an event.**

   You will be contacted in a timely manner via email to confirm your booking.

4.) **Notify Skyviews seven days prior to your event in order to provide an accurate guest count.**

   Forms not submitted by this deadline may be subject to a menu modification due to food availability.

   We must be informed of your guaranteed number of guests 72 hours prior to the event. After this time, your guarantee can be raised but not reduced. You will be charged the guarantee amount plus any guest number above the guarantee.
Event Order Form

This form must be completed and emailed in order to confirm a booking at Skyviews. Our Event Team will be happy to assist you in filling out the event form. Please contact either Jason Linley or Garvin O’Neil at the contact information below.

General Manager
Jason Lindley
Office: 806.834.7448
Cell: 806.441.0489
Jason.lindley@ttu.edu

Professor
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Event Planning Form

Date of Event: ______________________ Name of Group: ______________________

Room Rented From: ________________ To: ________________ Open Doors: __________

Meal Start Time: ________________ Deliveries: ________________ Decorations: __________

Contact Person: ______________________ Phone #: ____________ Fax #: ____________

Billing Address: ______________________ Email Address: ______________________

Approx. # of Guests: ____________

Note: Final Count Due 7 Days before Event

Event Location: ________________ Date Guarantee Due: ____________

Tax-Exempt_____ (attach form) Taxable
<table>
<thead>
<tr>
<th>Menu:</th>
<th>*Extras Requested.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Additional charges may apply.</td>
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<tr>
<td></td>
<td>_____Podium</td>
</tr>
<tr>
<td></td>
<td>_____LCD Projector</td>
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<tr>
<td></td>
<td>_____Registration Table</td>
</tr>
<tr>
<td></td>
<td><strong>Room Setup:</strong></td>
</tr>
<tr>
<td></td>
<td>___<strong>Round Tables (</strong> per table)</td>
</tr>
<tr>
<td></td>
<td>_____Boardroom Style</td>
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<td></td>
<td>_____Theatre Style</td>
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<tr>
<td></td>
<td>_____U-Shape</td>
</tr>
<tr>
<td></td>
<td>Head Table of ________________</td>
</tr>
<tr>
<td></td>
<td>Total Price/Person</td>
</tr>
</tbody>
</table>

Special Instructions:

________________________________________________________

*Bar____

Buffet Service____

China_____

Disposable_____

Tablecloth/Napkin colors: ________________________________

**Authorized Signature**:

________________________________________________________

Print Name:____________________________________________

**Office Use Only**:  
Date Form Rec’d: ___________ Rec’d by: ___________  
Booking Confirmed by: ___________ Date: ___________
Policies

Room Rentals

Catering Pricing is based on Minimum Guarantee. For events that fall below the minimum guarantee, there will be a room rental fee. The schedule is outlined below.

Skyviews Dining Room

Monday through Thursday evening events require a minimum $1,000 spend in food and beverages (excluding tax and service charge). The difference between the contracted F&B catering and the $1,000 minimum will be assessed as rental.

Friday, Saturday and Sunday evening events require a minimum $1,500 spend in food and beverages (excluding tax and service charge). The difference between the contracted F&B catering and the $1,500 minimum will be assessed as rental.

Conference Room

Monday through Thursday evening events require a minimum $500 spend in food and beverages (excluding tax and service charge). The difference between the contracted F&B catering and the $500 minimum will be assessed as rental.

Friday and Saturday evening events require a minimum of $1,000 spend in food and beverages (excluding tax and service charge). The difference between the contracted F&B catering and the $1,000 minimum will be assessed as rental.

Menus

All menus should be submitted 14 days prior to the function in order to ensure availability of desired items. Outside food or beverage is not permitted, with the exception of specialty cakes or desserts.

Pricing

A service charge of 20% will be added to all food prices and hosted beverage prices. All charges, including service charges are subject to the 8.25% Texas State sales tax. Tax-exempt groups must provide a certificate in order to waive the sales tax. All pricing is subject to change without prior notification; however, we will honor those prices guaranteed with a signed catering agreement.

Deposits and Payment for Function

A non-refundable $100 or $300 deposit is required to confirm space. All deposits are due with signed Event Planning Forms and Catering Policies

Deposits are not refundable

Guarantees

We must be informed of your guaranteed number of guests 72 hours prior to the event. After this time, your guarantee can be raised but not reduced. You will be charged the guarantee amount plus any guest number above the guarantee.
Agreements/Cancellations

All catered events will require a signed event planning form and a deposit to book the event. Deposits will be tailored to your specific event. Events that cancel outside of ten days will forfeit their deposit. Events that cancel inside of ten days will be charged 50% of the guaranteed F&B revenue for the event.

Billing

All events are to be paid in full at the time of the event.

Decorations and Linens

We will provide white or black linens for your event. You are welcome to bring or contract additional decorations at your discretion. Management must approve decorations and displays prior to the event. All decorations must be fireproof and meet fire prevention regulations of Skyviews. Candles must be encased in glass. Decorations must not be hung with tacks, tape, or nails. Glitter and confetti are not permitted. Decorations are not to be stored in any area of Skyviews without approval by the Manager. Please coordinate with our event team.

Alcohol

Alcoholic beverages may be served at the Skyviews. Skyviews has a TABC License as the sole provider of alcoholic beverages. Skyviews will hire certified bartenders to serve these beverages. Please note that Clients are liable for the amount of alcohol that is consumed by their guests.

Entertainment

The Manager reserves the right to exercise final authority in regard to the volume and professionalism. If the noise level is too high, staff will ask you to adjust it accordingly.

I, _____________________________________________________________ am confirming the catering commitment outlined in this event order form and agree to comply to all policies outlined above.

___________________   __________________
Signature              Date