

# PALM VIEW GOLF COURSE

## CONFERENCE ROOM RESERVATION FORM

### RESERVATION AGREEMENT

**\*This form must be used for ALL Reservations & Confirmations.**

\*Reservations & Confirmations must be directed ONLY to Annette Espinosa as follows:  
Monday-Friday, 8 am-5:00 pm, Via FAX 688-3447 or EMAIL: Annette\_Espinosa@mcanet.net.

\*Please confirm your function at least 48 hours before the actual function date.

**\*FUNCTIONS NOT CONFIRMED IN WRITING MAY BE AUTOMATICALLY CANCELLED!!!**

\*A guaranteed number of guests must be provided at the time the Confirmation is submitted.

\*Outside Food and Beverages ARE NOT permitted in the meeting room.

\*PLEASE INQUIRE ABOUT MENU CHOICES FOR PARTIES OF 15 OR MORE.

### AGREEMENT OF CHARGES

\*There will be "No Charge" for cancellations with 48 hour advance notice.

\*A **\$75.00 Cancellation** fee will be charged for "No Shows" or Functions cancelled with less than 48 hour advance notice; NO EXCEPTIONS!!!!

\*Payment will be for the guaranteed number of guests or the actual, whichever is greater.

\*15% Gratuity and applicable taxes will be added to all bills

### FUNCTION INFORMATION

**Organization/Department:**

**Contact Person:**

**Phone:**

**Fax:**

**Email:**

**Address:**

**Function Day, Date and Time:**

**Function Name:**

**Arrival Time:**

**Food Serve Time:**

**Departure Time:**

**Estimated No. Of Guests:**

**Table Arrangements:**

**Seating Arrangements:**

**Menu Selection:**

**Food:**

**Beverages:**

### FUNCTION CONFIRMATION ( To be filled out by party requesting reservation)

**Guaranteed No. Of Guests:**

**Approved By:**

**Date:**

**FOR PVGC OFFICE USE ONLY**

**Confirmed By:**

**Date:**

This form is available and may be printed from [www.mcallen.net/golf](http://www.mcallen.net/golf)