

# *Twin Creek Tea Room*

19 East Dayton Street  
West Alexandria, Ohio 45381  
Phone: 937-839-5094 or 937-839-5974  
www.twincreektearoom.com

## *Twin Creek Tea Room* **Special Event Information Form**

**To be filled out by *Twin Creek Tea Room* manager:** (Rebecca or Carolyn)

**Attention:** \_\_\_\_\_

Mailed or Faxed to \_\_\_\_\_ Date Mailed or Faxed \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone No. \_\_\_\_\_

**To be recorded later: Deposit received** \_\_\_yes \_\_\_no Date \_\_\_\_\_ Ck.# \_\_\_\_\_

Cash Amount\$ \_\_\_\_\_ Credit Card: Type \_\_\_\_\_ Name on card \_\_\_\_\_

Card Account # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Choices approved and copies returned \_\_\_yes \_\_\_no Date \_\_\_\_\_

**To be filled out by customer:**

**Please sign and return with the following information:**

Signed \_\_\_\_\_

Date of Reservation \_\_\_\_\_ Time of Meal \_\_\_\_\_ AM or PM

Event \_\_\_\_\_

Estimated No. of People Being Served \_\_\_\_\_

Amount of deposit enclosed \$ \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone No. \_\_\_\_\_ Alternate Phone No. \_\_\_\_\_

Cell Phone No. \_\_\_\_\_ Best time to call \_\_\_\_\_

