



WITHERSPOON GRILL

Date-\_\_\_\_\_

Dear \_\_\_\_\_,

Here is our large party information packet that you requested. Included are our different menu options, our large party policies and our large party planner. We appreciate your patronage of our establishment and are looking forward to working with you on this event.

In order to secure your reservation, we kindly ask that you:

- Review the following pages.
- Initial the Large Party Guidelines Page.
- Fill out the Large Party Planner Form with all pertinent info of the reservation, a credit card number and a signature.
- Fax or email the Large Party Guidelines and the Large Party Planner back to us. Our Fax number is (609) 924-6022 and our email address is [wITHERSPOONGRILL@aol.com](mailto:wITHERSPOONGRILL@aol.com).

If you have any questions regarding availability or any of our large party policies, please give us a call at 609-924-6011.

Thank you very much.

Sincerely,

Laura M. Estey  
Assistant General Manager  
Witherspoon Grill



WITHERSPOON GRILL

## Large Party Planner Guidelines: (Parties of 15 or more people in our main dining room or any size party booking the “private” room- aka the “Red Room”.)

- Dinner reservations available for groups Sunday thru Friday nights only.
- Lunch reservations available for groups any days.
- Our semi-private room, the Red Room, holds up to 27 people for a sit-down meal and up to 35 people for a standing only cocktail event. The Red Room is closed on 3 sides and open on one.
- For LUNCH only parties Monday thru Friday, at 12 pm or earlier, we can accommodate a group up to 40 people in our main dining room. (The group would be split up into as many as 4 separate tables.)
- **In order to reserve the Red Room “PRIVATE” for your event, a minimum amount of sales will be needed or there will be a room charge.** If the minimum sales is not achieved, then the room fee will make up the difference.
  - Sun, Mon, Tues, Wed & Thurs nights will require a \$1500 **Food & Beverage Sales** minimum (7% tax & 20% gratuity will be added after the sales minimum is met.)
  - Fri nights will require a \$2500 **Food & Beverage Sales** minimum (7% tax & 20% gratuity will be added after the sales minimum is met.)
  - Saturday evenings are unavailable for any large party reservations
  - All lunch/brunch reservations in our “private” room require an \$800 **Food & Beverage Sales** minimum (7% tax & 20% gratuity will be added after the sales minimum is met.)
  - (All lunch/ brunch parties must be finished by 3:30 pm and the room cleared by 4 pm.)
- We are unable to accommodate “lunch/dinner meetings” as we are unable to accommodate AV equipment or any kind of presentation/ speaker-type of event.
- When taking a party of 15 or more people in our main dining room or any party booking the Red Room “private”, a credit card number and a signature must be obtained to hold the reservation.
- We will email a Large Party Reservation Sheet which will have all pertinent information, and we ask that you sign it, and fax or email it back to us within 48 hours. **We do not guarantee the reservation unless we have that form on file.**
- (Our Fax # is 609-924-6022 and our email is [wITHERSPOONGRILL@aol.com](mailto:wITHERSPOONGRILL@aol.com) )
- The “no show- no call” fee policy:
  - We require that any changes in the reservation guest count or time of arrival be brought to our attention at least 48 hours in advance. If we are not informed within 48 hours of the reservation time of a guest count reduction, the credit card will be charged for the missing number of people at a cost of \$25 per person.
  - If a group does not show up on time or call with a time-change, all reservations will be held for 15 minutes after the scheduled time and then the table will be broken up and the reservation will be lost.
  - All large reservations are to be confirmed within 48 hours of the reservation.
  - Any cancellation for a group of 15 or more in the main room or **any size group that booked the Private room (the Red Room) after the 48 hours, the credit card on file will be charged a fee of \$500.**
  - Any “No Show” for a group of 15 or more in the main room or any size group that booked the Private room (the Red Room), the credit card on file will be charged a fee of \$500.
  - **All Princeton University Graduation Reservations of 6 people or more are to be confirmed at least 7 days before the reservation. If you do not confirm your reservation, it will be voided.**

**Please initial & date this page and return it with your Large Party Planner- \_\_\_\_\_**



WITHERSPOON GRILL

**LARGE PARTY PLANNER**  
*(For 12 to 27 people)*

Date of Event: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Day Reservation made: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Number in Party: \_\_\_\_\_

Date/Count Confirmation: \_\_\_\_\_

Manager: \_\_\_\_\_

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**Credit Card Information:**

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Type of Card: \_\_\_\_\_

**Other Info:**

**Email Address:** \_\_\_\_\_

*(We will send you events info and updates!)*

Fax Number: \_\_\_\_\_

Signature: \_\_\_\_\_

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Menu Choice & Other Food Notes: (additional information on back...)

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Miscellaneous Details: Cake, Decorations, Bar, etc... (additional information on back...)

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