

Reservation Agreement: Heron Room

This form serves as a preliminary planning and agreement form. This room is in the Main Dining Room in the Oven
Above the Pub Restaurant and fits 12 comfortably.

Date of Event: _____ Contact Name: _____ Phone: _____
Company: _____ Address: _____
City/State/Zip: _____

Guest Information:

_____ Estimated Number
_____ Arrival Time

Type of Event: please circle one

_____ Birthday	_____ Anniversary	_____ Retirement	_____ Holiday
_____ Wedding	_____ Business	_____ Shower	_____ Other
Person(s) Honored: _____			

Services Desired: (ok to change)

_____ Order from Oven Select Menu _____ Order from Brew Pub Select Menu
_____ Order from Oven Regular Menu _____ Order from Brew Pub Regular Menu

Other Requests or Arrangements: _____

The room usage fee for this room is \$25. The room may be held with a credit card or with a pre-payment of the room fee by check. If the room is held with a credit card, the room charge will not be processed until the day of the event. There is not a cancellation fee for this room, but a 5-day notice prior to the event date is appreciated.

A confirmed number of guests and final menu is required 8 business days before the event.

To Return this Form:

- Mail To: West 14th Catering & Events
Attn: Leah Jasurda
108 W. 9th Street
Marshfield, WI 54449
- E-mail To: info@blueheronbrewpub.com

If you have questions, please e-mail or call
715-389-1868 ext. 3

Down-Payment by check: _____

Check Number: _____

Room Held with Credit Card

Credit Card Type: _____

Credit Card #: _____

Signature: _____

Printed Name: _____

Expiration Date: _____