



Charlie's on the Lake
 4150 South 144th Street
 Omaha, NE 68137
 (402) 894-9411 Phone
 (402) 894-9415 Fax

Date of Party: _____

Number of Guests: _____

Time Schedule

Cocktail Hour: _____ Dinner: _____ Program At: _____

Contact Information

Party name: _____ Contact Person: _____

Phone: _____ Fax: _____

Booking Information

Booked By: _____ Date Booked: _____

Room Charge: \$100 Lunch \$200 Dinner Waived

Credit Card Info: Visa MC Amex Disc Card # _____

Amount Paid: _____ Exp Date: _____

Check #: _____ Other: _____

Room Setup/Equipment

Table Setup: U Shape Classroom Style Square Round Tables 8 per table 6 per table

Equipment: Screen Rental \$30 Microphone Rental \$15 Other _____

Buffet Options

Cash Bar Open Bar House Drinks Only Bar Limit: \$ _____

Appetizers: Yes No Kid's Meals: Yes No

Custom Menu/Buffer Menu (Pick 4 – 10 items)

Cheese Tray for 25 – 30 guests \$60.00 # of trays: _____

Veggie Tray for 25 – 30 guests \$40.00 # of trays: _____

Fruit Tray for 25 – 30 guests \$40.00 # of trays: _____

Shrimp Cocktail \$11.00 per pound Offer Desserts: Yes No

Cheesecake Types: _____ Cut in 20's: Yes No

Charlie's Reservation Policy

- Parties of six or larger will have a **15% gratuity included, 20% gratuity if separate checks are required**. Separate checks are never a problem.
- Parties of 15 or larger will be guaranteed based on the reservation number. For example: On a reservation for 15 guests, if only 10 guests show up, 15 meals will still be charged to the bill unless the lower number of guests were confirmed at least 24 hours prior to the event date. No show charges are full menu price at both lunch and dinner.
- Special menus are no problem and can be custom made.
- Regular menu items are no problem.
- Large parties will have the buffet option.
- Special orders are no problem.
- Large party reservations must be **cancelled within 5 days** to have your deposit returned.