

# RESERVATION GUIDELINES

FOR

# Das Dutchman Essenhaus®

240 US 20 • Middlebury, IN 46540 • 800-455-9471 • www.Essenhaus.com

## GROUP SIZE

\*A minimum of 15 people is required for a banquet reservation. If your number drops below 15, we ask that you be willing to pay for 15 to hold your reservation.

\*We ask that you call with a confirmation and a final count of the number of people for your reservation within 48 hours if possible. Changes that occur within 12-24 hours of your reservation can be called in and changed. If calling after 4:30 p.m. or on a Saturday, please ask for the Manager on Duty.

\*After a confirmed final count, you are responsible for 90% of the number reserved.



## PAYMENT POLICY

\*We prefer that you pay in cash. We do however accept MasterCard, Visa, and Discover credit cards at our restaurant.

\*The bill will be figured in one amount for your entire group. Therefore if your group wishes to pay individually, please have one person collect the monies and present payment for your entire group.

## ADDITIONAL INFORMATION

\*Just a reminder - - we are a smoke-free and alcohol-free facility.

\*Guests may not bring their own food and/or beverages.

### **Video Equipment**

- TV
- VCR & Monitor
- DVD Player
- Video Projector
- LCD Projector

### **Other Equipment**

- Speaker Phone for Conference Calls
- Movie Screens
- Overhead Projector
- Public Address System
- Platforms
- Chalk Board
- Flip Charts
- Dry Erase Boards
- Podium
- Piano

A \$20.00 fee will be added for the use of the TV, VCR, Speaker Phone, and Video Projector. There is a \$95. fee for the LCD Projector. Other items listed above may be used at no extra cost.