

# Group Dining Confirmation

Date: \_\_\_\_\_

To: \_\_\_\_\_

Thank you for choosing [Restaurant Name] for your group dining event. We are pleased to confirm your reservation as follows:

**Group Name:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_

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

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

**Time:** \_\_\_\_\_

**Number of Guests:** \_\_\_\_\_

**Menu Selection:** \_\_\_\_\_

**Special Requests:** \_\_\_\_\_

## Terms & Conditions:

- Final guest count must be confirmed no later than [X] days before the event.
- A non-refundable deposit of \$\_\_\_\_\_ is required to secure your reservation.
- Cancellations must be made at least [X] days in advance.
- All charges are subject to applicable taxes and service fees.

If you require any adjustments or have further questions, please contact us at [Restaurant Phone] or [Restaurant Email]. We look forward to welcoming your group and making your event memorable.

Sincerely,

**[Your Name]**  
[Your Title]  
[Restaurant Name]