

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]