

THE  
*Penthouse*

WATERSIDE DINING • SKYLINE VIEW

8-08 QUEENS PLAZA SOUTH • LONG ISLAND CITY, NY 11101

Please complete, sign, and return form via scan/email to [reservations@thepenthouselic.com](mailto:reservations@thepenthouselic.com) along with a copy of the front/back of credit card and the cardholder's valid identification. You may also fax the documents to 718.289.7919.

**RESERVATION INFORMATION:**

Name of Client/Guest: \_\_\_\_\_

Number of People: \_\_\_\_\_ Reservation Date: \_\_\_\_\_ Reservation Time: \_\_\_\_\_

**PLEASE CHECK ALL THAT APPLY** (\*Prices below do not include tax and service charge\*)

**SOCIAL STYLE FOOD MENU \$48 p/p**

**CUSTOMIZED MENUS (up to 2 lines) \$2 per Menu**

**DRINK PACKAGES - MUST BE 21YRS AND OLDER**

**PITCHER \$55 per - selected from our specialty cocktails - QTY \_\_\_\_\_**

**WINE \$40 per - select a bottle from our red & white list - QTY \_\_\_\_\_**

**BEER \$60 per - bucket of 12 bottles - QTY \_\_\_\_\_**

**BOTTLE SERVICE - \*special pricing from our spirits list**

**TERMS AND AGREEMENTS** (Please check box for agreement and sign)

*These standard terms are a part of the agreement between the guest and The Penthouse*

1. The guest has read and understands the restaurant dress code policy as well as forwarded the policy to their guests. Proper dress is required for all guests during service: **NO** baggy clothing, athletic wear, athletic sneakers, sports caps, hoodies, and construction boots allowed. **Entry is at management's discretion with or without reservations.**
2. The guest understands that our policy **does not allow table decorations** such as floral arrangements, confetti, and balloons to be brought in during dining service nor are we able to adjust the volume of music or take any music requests. Professional Photography is NOT allowed.
3. The guest understands a **\$15 deposit per person is required** to secure your reservation. The guest's party has up to 48 hours prior to reservation to cancel with a full refund. Cancellations beyond the 48-hour period are non-refundable.
4. The guest is aware that the duration of the reservation is a total of 2 hours; the 2hours begins promptly at the time of your reservation. The restaurant guarantees your reservation for 15 minutes from start time and the entire party needs to be complete in order to be seated. **If your group is over 15mins late and/or incomplete, you run the risk of losing your table and possibly your deposit as well.**
5. The guest understands that **your reservation is not confirmed until completed form and deposit have been received** by our Sales Office. Availability of requested reservation time is subject to change from the time of the first inquiry to time of booking, as the restaurant books in the order of deposit received.
6. The guest understands that **we cannot guarantee a specific seating area** in the restaurant. We will do our best to accommodate special requests, but table placement is based upon availability and by the discretion of Management.
7. Deposit non-refundable for any cancellations made less than 48 hours in advance. Confirmation of guest count must be finalized by 12pm the day of your event as well as any allergies or dietary restrictions. **If rules and regulations listed above are not adhered to client's deposit will be forfeited and guests may be asked to leave.**

**BY CHECKING THIS BOX I AGREE TO ALL TERMS.**

**GUEST SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ALL GUESTS DINING AFTER 9PM MUST BE 21 YEARS OR OLDER WITH A VALID GOVERNMENT ISSUED ID.  
ANY GUESTS UNDER 21 YEARS OF AGE MUST BE OFF SITE NO LATER THAN 10PM.** Oct 2019 v1