



READY TO BOOK YOUR EVENT - Fill out and email

to Mariah@Smithhouse.com

or fax to 706.748.7377

WILL CONFIRM BY EMAIL



Group (Wedding) Name: _____ Date of Function: _____

Time: _____ Guests Attending: _____

Person Responsible for Reservation: _____ Phone No: _____

*Event Space (please circle): **Gold Room** **Carriage Room** **Mr. Hogue Room***

***Outdoor Veranda** **Tanyard Room** (Room rental fee collected upon booking. Rates Shown Below)*

Room Rental fee includes 2 hours with room setup: tables, chairs, linen tablecloths, linen napkins, & buffet setup.

Gold Room_\$250 Carriage Room & Mr. Hogue Room_\$500 Veranda_\$1,000

Tanyard Room_\$1,000 (only available weekdays Mon-Thurs)

Would you like additional time in your event space for \$200/hour:

Yes or No How many? _____

Would you like for us to serve local wines and beer with the function: Yes or No (CASH Bar Service available)

Email for Confirmation: _____ Date of submission: _____

***This is not a guarantee of reservation. You will receive an email confirmation of the reservation if the date and room is available.*

CREDIT CARD AUTHORIZATION

Cardholder Name: _____

Please identify credit card below (check off)

___ American Express ___ MasterCard ___ Discover ___ Visa

Credit Card Number: _____ Exp. Date: _____

CVC Code: _____ Zip Code: _____

Amount Charged on card: \$ _____ Date of charge: _____

I hereby authorize THE SMITH HOUSE to apply costs for the above listed items/services to the credit card identified above.

The above card will be used for the day of services if other arrangements are not made prior.

Cardholder Signature _____ Date _____

The room rental fee will be charged to the card provided above. The same card associated with the event scheduled will be charged to the card above unless another form of payment is provided. The confirmed number of guests attending will be the number charged for the event. It is the responsibility of the party to change the number before the 24 hour cutoff of the event date/time if the number has changed from the original at the time of booking.

A copy of the itemized bill can be picked up the night of the event at the front desk or emailed upon request.

*Fax completed forms to 706.748.7377 or
email to Mariah@smithhouse.com*