

Harbor Ridge Winery

Reservation Request Form - Buses, Bachelorettes, Groups

Email completed form to: Info@harborridgewinery.com

Today's Date				
Contact Name / Coordinator				
Organization /Event				
Contact Phone				
Mobile Phone - Day of Event				
Email Address				
Number of Participants				
Date of the Event	Month	Date	Year	Day of Week
Time Slot Requested (Circle One) <i>Group must arrive within 15 minutes of their reservation or risk forfeiting their private tasting and all fees paid. Please note: 4:30 time slot available May through October ONLY</i>	Saturday			
	11:30 AM	2:30 PM	3:30 PM	4:30 PM
	Sunday - Friday			
	10:30 AM	11:30 AM	12:30 PM	2:30 PM
	3:30 PM	4:30 PM	Other	
Fee Paid (\$3.00 per person)	Date	Amount	Check, Cash or Credit Card	
<i>Date will not be confirmed until payment is received.</i>				
Notes:				
FOR OFFICE USE ONLY				
Date Approved and Entered in Outlook (Manager Only)			Initial	

Fees and Cancelation Policy

- We collect a \$3.00 per person upfront, refunded if cancelled 48 hours prior to the reservation. Thereafter non-refundable.
- After the fee is collected we confirm the reserved date and time
- No refunds for fewer participants than originally paid for
- Additional participants will be charged \$3.00 per person, to be collected from the group coordinator