

New Heights Restaurant

2317, Calvert Street, NW
Washington, DC 20008
202-234-4110 Voice

info@newheightsrestaurant.com

Thank you for selecting New Heights for your Dinner event. We look forward to working with you and welcoming your group at the restaurant.

Following are questions to finalize details and to make your occasion go smoothly. Please answer these questions and e-mail back - preferably with a signature - or your name and date.

Name of the Reservation: _____

Organization Name (may be different from Reservation Name):

Address: _____

What Other Name May Be Asked at the Door:

Date of Event: _____

Time: _____

Social or Cocktail Hour Prior: _____ **Time:** _____

Number of Guests:

**Final Guaranteed Number to be provided 24-72 hours prior depending on contract.

Valet: Due to declining demand, we have discontinued our valet parking service.

Contact Information:

Who is the main contact person/s on-site:

Work Phone: _____ Ext. _____ Other _____

Cell Phone: _____ Or Local Hotel: _____

Other Contact?: _____

Phone Numbers: _____

Special Guest of Honor: _____

Payment Info:

Who will pay on-site _____

Credit Card no to hold the reservation- _____

Expiration Date- _____

Final Copy of Bill:

To Be Presented on Site _____

Faxed to a Designated or Confidential Fax # _____

Mailed to the Following Address _____

Table Arrangements: (NOTE: Some rooms do not accommodate one-table options)

One Single Table: _____ Multiple Tables: _____

Requests: Please set up to encourage & accommodate conversation.

Would you like flower arrangements? _____ Number per table? _____

Budget: _____

Menu Information:

Greeting: "New Heights Welcomes _____"

Bottled Water _____ Tap _____

Coffee _____ Tea _____ Espresso _____ Cappuccino _____

Cocktails Authorized _____

After Dinner Drinks _____

Beer _____

Wines: (can be viewed at www.newheightsrestaurant.com)

Whites: _____

Reds: _____

Or Receive Suggestions from the Wine Manager in a particular price range, considering your preferred varietals or countries of origin? _____

Serve the same wines for cocktail hour as dinner? _____

Menu Selection: Please Note whether you have selected a

\$45 (3 course)

\$55 (3 course)

\$65 (4 Course)