

# spotlight karaoke

5901-P Westheimer Rd. Houston, TX 77057

ph: 713.266.7768 fax: 713.266.6228

## Private Room Reservation Form

Minimum Bar Tabs: (Please Check Below)	Capacity	Guest List Limit	Operating Hours:
___ \$250: Room 1	20	25	Mon–Thurs: 7pm – 2am
___ \$150: Room 2	10	15	Friday: 6pm – 2am
___ \$400: Room 3	30	40	Saturday: 8pm – 2am
___ \$500: Room 4	40	50	Sunday: 8pm – 2am
___ \$500: Room 5	40	50	
___ \$100: <b>NEW</b> Add a Photo Booth (Give guests a party favor with 1 hour of Unlimited Prints)			

**Guests must meet Dress Code.  
(See website for details.)**

**Minimum Bar Tab** means the total amount the entire room spends on all purchased beverages.

Only **tabs with waitresses count toward the minimum tab.**

**15% gratuity** is not included in the minimum tab and may be added to **any** party room guest's tab.

**Guest List Limit** is the number of guests that do not pay the **\$5** entry fee on **weekends.**

**Meeting the minimum tab reserves the room the entire night** for your party.

Reservations require a **\$100 deposit** that will be refunded when the minimum tab has been met.

In the event the tab is not met, the difference will be taken from the deposit.

**Deposit will not be refunded due to cancellation.**

**Rescheduling** must be done **2 weeks in advance.**

Rooms will be held until **10pm** unless otherwise agreed upon. If the party is late and does not contact management, reservation will be void and room given to walk-in parties. Parties must be punctual.

A **credit card** will be **required** for the party to be seated in the room **at the start of the night.**

Outside catering is accepted; however **bring your own eating utensils.**

**No outside beverages. No glitter. No candles. No tape on walls. No food heaters.**

**\$200 clean up fee** will be imposed in the event of any **excessive cleaning required.**

By completing and signing this form, I hereby agree to the terms outlined above.

Before faxing or emailing this form check for availability at [www.spotlightkaraoke.com/reservations.html](http://www.spotlightkaraoke.com/reservations.html)

Then **fax to 713-266-6228** or **e-mail to [dixie@spotlightkaraoke.com](mailto:dixie@spotlightkaraoke.com)**

**If e-mailing back, leave Credit Card Information blank and call 713-266-3338.**

Coordinator's Name: \_\_\_\_\_

Occasion: \_\_\_\_\_

Number of Guests: \_\_\_\_\_ Reservation Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Credit Card#: \_\_\_\_\_ Exp: \_\_\_\_\_

Security#: \_\_\_\_\_ Billing Address: \_\_\_\_\_

Signature: \_\_\_\_\_ / \_\_\_\_\_

(Date)

No Reservations Final Until Confirmed with Charlie

Updated:  
September 3, 2010