



Reservation Name: \_\_\_\_\_ # of Guests: \_\_\_\_\_  
Reservation Date: \_\_\_\_\_ Time: \_\_\_\_\_

I WOULD LIKE TO AUTHORIZE PAYMENT FOR *(check one)*:

Entire Check    Round of Drinks    Wine Only    Food Only

Up to a certain amount: \$ \_\_\_\_\_ Other: \_\_\_\_\_

Gratuity (check one):    20%    22%    Other %: \_\_\_\_\_

*Note: Gratuity is not included, however, you may predesignate a gratuity to be added to your bill. You will retain the discretion to adjust the amount at the conclusion of the event or meal. Parties of 8 or more automatically incur a 20% gratuity.*

Is the recipient aware of the purchase?    Yes    No

If paying the entire check, should we inform the recipient before or after the meal?    Before    After

In the case of a wine purchase, would you like to pre-select the wine(s)?    Yes    No

In the case of a wine purchase, at what point during the meal would you like it presented?

Upon Seating    First Course    Main Course    Dessert Course

WINE / FOOD / DESSERT    PRICE    #OF BOTTLES / GLASSES

If you would like a message, please include it here

## PAYMENT AUTHORIZATION

### CREDIT CARD AUTHORIZATION FORM

#### PROOF OF POSSESSION AND AUTHORIZED USE:

**Please include a copy of the front and back of the credit card and a copy of driver's license when sending this form back to:**

**[ccaath@railssteakhouse.com](mailto:ccaath@railssteakhouse.com)**

#### PURCHASER INFORMATION

Name of Card Holder (As it appears on credit card):

\_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Text

Alternate Phone: \_\_\_\_\_ Text

Email Address \_\_\_\_\_

Credit Card Type:    Visa    MC    Discover    Amex

Credit Card # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

Card holder Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*The issuer of the card(s) identified above and on the attached page is authorized to pay the dollar equivalent of the items and services detailed above. I hereby affirm that I am the person identified in the photo identification on the attached page and, as such, agree to pay for the aforementioned items and services together with any other charges due thereon subject to and in accordance with the agreement governing the use of such card.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[railssteakhouse.com](http://railssteakhouse.com)

973.487.6633 (text)

973.335.0006 (main)

10 Whitehall Road

Towaco, NJ 07082

[info@railssteakhouse.com](mailto:info@railssteakhouse.com)



Please complete form below

Reservation Date (month, day, year): \_\_\_\_\_

Guest Name ( last, first ): \_\_\_\_\_

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

Reservation Time: \_\_\_\_\_ Size of Party: \_\_\_\_\_

*Each party will have an allotted 3 hours from their reservation time to complete your dining experience.*

*A \$125 deposit is required for large reservations of 12 + . Reservations are held for 15 minutes. If the party does not arrive within 15 minutes we will try to contact the guest, if no contact can be made your large party reservation will be canceled with no refund.*

*Cancellation Policy: Cancellation less than 24 hours notice or a No Show will result in the forfeiture of the entire deposit. (\$125).*

*Payment policy: A total of one (1) check will be presented to your party. The check may be paid with no more than three (3) different tenders in any combination of cash, or credit card.*

## LARGE PARTY BOOKING

## CREDIT CARD AUTHORIZATION FORM

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**[ccaath@railssteakhouse.com](mailto:ccaath@railssteakhouse.com)**

Name of Cardholder (As it appears on credit card):  
\_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Credit Card Type: Visa MC Discover Amex

Credit Card # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

Date: \_\_\_\_\_

I have read the above reservation policies and I agree to the terms and conditions mentioned above. This booking will remain tentative and subject to cancellation by the restaurant until this agreement is signed by the organization (you) and received by the restaurant (us). Upon receipt of this form we will place a \$125 deposit on your card, the full amount of the deposit will be applied to the final bill on the day of your event.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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## INSTRUCTIONS FOR COMPLETING A FILLABLE PDF FORM

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Please review the following instructions for successfully completing a fillable PDF form:

1. Adobe Acrobat Reader must be integrated with your web browser to enable you to complete fillable PDF forms. Macintosh and Windows versions of the FREE Adobe Reader are available at <http://get.adobe.com/reader/>.
2. **Before** completing the document **save** the form (PDF format) to a location on your computer.

(Example: Desktop or Documents).

- ✓ Instructions: **Right click** on the form and **click** "Save as".
- ✓ **Save** to your Desktop or Documents.

3. Once you have saved the form to your computer, you are ready to complete the form.
4. Open the fillable form using Adobe Acrobat Reader or Adobe Acrobat.
5. Once the form is open, with the left-hand mouse button, click on the field to be completed, and insert your text. Once the information has been entered, click outside the field that has just been completed or press "tab" to move to the next field. When completing check boxes simply click in the box with the mouse and an "X" will appear. To remove the "X" click in the box again. After you have completed the form, **save** a final version of the file to your computer.

6a. When you are ready to send the email

- ✓ Open your email provider
- ✓ Send to [ccauth@railssteakhouse.com](mailto:ccauth@railssteakhouse.com)
- ✓ Label the subject line with your **last name & date of the reservation**
- ✓ Locate the completed form that you saved to your computer
- ✓ Attach the PDF file to your email message.

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- 6b. This form has a "Submit" button built into the form which will allow you to submit the form via email directly from the form, providing your email is configured to do so, these forms will automatically be attached to your email when you click the submit button.

**Do not complete the form online within your web browser; your data will NOT be saved. Please save it to your computer first, and then fill it out.**