



Room Reservation Form

30 GUESTS OR LESS ORDERING FROM THE REGULAR RESTAURANT LUNCH OR DINNER MENUS

Reservation Name	<input type="text"/>		
Reservation Date	<input type="text"/>	Number of Guests	<input type="text"/>
Arrival Time	<input type="text"/>	Departure Time	<input type="text"/>

ROOM BOOKING

MARSHALL ROOM (12 to 30) Lunch \$100, Dinner \$150 + Tax

GREENE ROOM (2 to 12) Lunch \$100, Dinner \$150 + Tax

Type of Event	<input type="text"/>		
Contact Name	<input type="text"/>		
Phone Number(s)	<input type="text"/>		
Credit Card #	<input type="text"/>		
Expiration Date	<input type="text"/>	3 or 4 digit code	3 for Visa, Mastercard, Discovery 4 for American Express
Special Instructions	<input type="text"/>		

The room fee will be charged at the time the reservation is made. This fee is non-refundable if this reservation is cancelled. This fee cannot be applied to other dates, future bookings, or food and beverage. Reservations made with the room fee will order from the regular lunch or dinner menu upon arrival. Lightfoot can typeset a personalized limited menu if given selections within a week of the function.

Due to the historic nature of our property, the Greene and Marshall Rooms are only accessible by stairs.

Signature	<input type="text"/>	Date	<input type="text"/>
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The completed form may be emailed to Carrie@LightfootRestaurant.com or faxed to the fax number shown below.

LIGHTFOOTRESTAURANT.COM
11 North King Street Leesburg, Virginia 20176
PHONE 703-771-2233 FAX 703-771-4129