



# Private Party Event Reservation Form

DATE OF EVENT

START TIME

#OF GUESTS

Location: Chef's Table (10-16 capacity, *minimum 10*)

Tuscan Room (16-40 capacity, *minimum 16*)

CONTACT NAME:

COMPANY NAME

PHONE:

ADDRESS:

EMAIL:

CREDIT CARD (name/number/exp):

Title of Your Event or Presentation

*(we have more than one private meeting space and need to be able to direct guests to the proper event )*

MENU: Chef's Choice

Selected Menu

*(please attach menu selections and forward no later than 1 week prior to event date or menu will revert to Chef's Choice)*

Dietary Restrictions:

Vegetarians:

Food Allergies:

SPEAKER: yes no

AV Screen: yes no

*(please note that the café does not have an LCD projector—although we do have a screen available free of charge for your convenience)*

Special Requests/Notes

## DEADLINES TO REMEMBER

**Menu:**—please forward all menu selections no later than 1 week prior to the date of your event. If a menu is not chosen within this time frame a Chef's Choice menu will be chosen by the Café in it's place.

**Final Meal Guarantees:** A final count of guests is required no later than 5 days prior to your event. The Café has a small unique kitchen that purchases all food on the day of the event and cooks everything to order. Accurate meal guarantees are crucial to the success of your event.

**Cancellations:** If you need to cancel your event for any reason, please refer to our FAQ sheet outlining our policy.

**Please fax , email, or mail this form to:**

Colleen McKenna, Director of Special Events  
Café Capriccio  
49 Grand Street, Albany, NY 12207  
Phone/Fax: 518.465.6822