

Party Contract for Convito Cafe

Customer Name _____

Date _____

- This is a contractual agreement for _____ (customer name) to hold a private party in Convito Café for an event on (date) _____, from (time) _____ to (time) _____.
- A deposit must be received along with a signed contract in order to reserve the desired date.
- A deposit of \$100.00 is required for parties of 12-24 people.
A deposit of \$200.00 is required for parties of 25-40 people.
- DEPOSIT PAYMENTS: Credit card # _____ Exp _____ CV2 _____
Billing Zip Code _____. Or Other Payment Options: CHECK _____ CASH _____
- A room charge of \$50.00 is required for parties of 12-19 people.
A room charge of \$100.00 is required for parties of 20 or more people (\$150 for Friday or Saturday).
- Client has agreed to pay a minimum of \$_____ (excluding tax and gratuity) per person for _____ (number) pp for a total of \$_____ for the event on (date) _____. If this amount is not met with food and beverage purchases excluding tax and gratuity, the balance will be charged.
- Any deposit will be applied towards the total bill on the day of the event, unless client does not comply with the terms in this contract.
- A guarantee of the final number of people is required no later than 24 hours prior to the function. If the client fails to fill this quota, a per person charge may be incurred for all absent parties.
- The client agrees to begin and end the scheduled event at the designated times. If the client or guests are late in arriving or sitting down, the client understands this may affect the timeliness and flow of service. Convito Café is not required to be set up or ready for the event more than 30 minutes before the designated starting time.
- The client agrees to adhere to the timeline of the event. If the client's guests stay later than 11:00 p.m. there will be a \$100.00 per hour room charge for any time after 11:00 p.m.
- Cancellation policy: The client has up to 30 days prior to the event to cancel the reservation and receive a full refund of the deposit. Convito reserves the right to retain the full deposit plus other costs incurred. On Friday and Saturday evenings and during peak periods (holiday times), Convito may charge an extra fee for late cancellation.
- The client agrees to pay a 20% gratuity charge on all food and beverage.
- The client agrees to pay all applicable state and local taxes on all food and beverage.
- All food and beverage is to be provided by Convito. The client will be charged \$3.00 per guest in the event a cake is brought into the restaurant. This charge will cover the expenses of storing and plating the cake. (However, Convito is able to provide large cakes, please inquire.)
- The client is financially responsible for all damages or loss to restaurant caused by the client and his/her guests at the event.
- The client agrees to conduct the event in an orderly manner and **comply with under age drinking laws.**
- In the event of a breach of this contract by the client, Convito reserves the right to cancel the event without liability.
- The client agrees to pay the remaining balance immediately following the event.
- In the event of tragic unforeseen circumstances (fire, National emergencies, acts of god) neither party is held liable.

The client understands all of the above terms, conditions and policies stated.

Client Signature/Date

Printed Name

Manager Signature/Date

Please fax to 847.251.0123 or email convitocafe@gmail.com