

Café 225 Event Contract

A deposit is required to hold any function space. This is 100% refunded if cancellation is received in writing 60 days prior to the scheduled event.

NO RESERVATIONS WILL BE GUARANTEED WITHOUT A SIGNED CONTRACT AND DEPOSIT

The deposit amount will be applied to the bill the night of the event. All bills are due and payable at the time of service unless previous arrangements have been made.

Menu selections, itineraries, and confirmed guest count must be received 5 working days prior to the event date. The confirmed guest count is what food will prepared for and billing will be placed at. If more than the confirmed amount arrives we will be happy to accommodate your expanded needs.

There will be a charge of \$50.00 for meetings or events with less than 20 guest when a meal is served.

Corkage fee is \$10.00 per bottle with a maximum of 2 bottles allowed. We reserve the right to refuse to open wines that are currently on our wine list.

Tax and gratuity will be automatically added to all food and beverage totals.

I have read and understand the obligation and responsibilities as they are written in this form. As the contact person or host I assume the responsibility for all that is mentioned herein.

Type of Function

A deposit amount of \$_____ Will be used to hold the _____ Room for the date and time of _____ .

Credit Card Information:

Cardholders Name:

CC#: _____ Exp: ____ / ____

Signature _____ Date