

° DINNER FUNCTION °
Boardroom Contract
ROOM FEE: \$ 100

(Please Fill In Thoroughly and Fax or Email a Signed Copy)

Event Date: _____ **Time:** _____

Name: _____ **Address:** _____

Phone Number(s): _____ **Fax:** _____ **Email:** _____

PLEASE NOTE: DINNER FUNCTIONS REQUIRE AT LEAST 15 GUESTS AND A \$ 450 MINIMUM CHECK AMOUNT (EXCLUDING ROOM FEE). IF NECESSARY, ADDITIONAL ENTREES WILL BE ASSESSED TO MEET THE REQUIRED CHECK AMOUNT.

Expected Guest Amount: _____ **(Set Menú Required for Functions where Expected amount meets or exceeds 20 Guests)**
Guaranteed: _____

(Final Guests amount must be confirmed/guaranteed TWO days before scheduled event. If attendance is lesser than Guaranteed amount, additional Entrées will be assessed to make up the difference)

Credit Card information is **required** to secure a Boardroom reservation. A charge of \$ 50 will apply to all No Call/No Show reservations, and to all Cancellations within 48 hours of event.

VISA _____ MasterCard _____

AMEX _____ Expiration Date _____

Name on card: _____ Event Host: _____

Room Setup: _____ Special Instructions: (Hors D'Oeuvres, Set Menú, etc.)

Square Rectangle U-Shape Rows Tables of 4 - 6 - 8 - 10

Screen LCD Flipchart Internet/Phone:

Bistró Contact Name: _____

Screen Rental: **\$25** LCD Rental: **\$125** Flipchart: **\$ 10** Laser Pointer: **\$ 15**

A 17% Service Charge will be added to all Boardroom Checks. A maximum of **EIGHT** separate checks will be allowed for all Boardroom functions. The Bistró, An American Café, requires a *confirmation 48 hours in advance* or your expected Guest Amount will be used as the Confirmed Guarantee. A Set Menú must be arranged within 72 hours of Event. Boardroom Reservations require a Name, Date, Time, Signature and Credit Card information. Please include all required information before submitting a signed copy of this Contract.

Guest Signature: _____ Date: _____