

Convito Café Private Event Contract

Customer Name _____ Date _____

- This is a contractual agreement for _____ (customer name) to rent Convito Café (indoors only) 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 12-19 people. A deposit of \$200.00 is required for parties of 20-40 people. A 50% deposit is required for reserving a date to rent the entire café. (Patio and store would not be included.) Convito Café reserves the right to serve customers in the outdoor patio or store at all times during regular operating hours. (If interested in patio, please inquire).
- There is a room charge of \$50 (Mon-Thurs) and \$100 (Fri-Sun) for 12-19 people. There is a \$100 room charge (Mon-Thurs) and \$150 (Fri-Sun) for 20-40 people.
- Client has agreed to pay a minimum of \$ _____ (total or per person) (excluding tax and gratuity) for _____ (number) persons. If this amount is not met with food and beverage, the remaining amount will be charged. If the client exceeds the minimum, food & beverage will be charged accordingly.
- Deposit amount is \$ _____, Credit card # _____ Exp _____ CV2 _____ Billing Zip Code _____. Other Payment Options: CHECK _____ CASH _____
- Any deposit will be applied towards the total bill on the day of the event providing the client is in compliance with the terms in this contract.
- A guarantee of the final number of people is required no later than 48 hours prior to the function. At this time, Convito Café can provide a floor plan (after the final number is provided). If the client fails to fill the agreed upon, 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 20 minutes before the designated starting time.**
- The client agrees to adhere to the timeline of the event. If the client/guests stay later than _____ there will be a room charge per ½ hour room charge. Convito reserves the right to charge the client an amount commensurate with business lost.
- 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. For cancellation less than 2 weeks days prior to the reservation, Convito reserves the right to retain the full deposit plus other costs incurred. On Friday and Saturday evenings and during peak periods (holidays), 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 \$2.00 per guest in the event a cake is brought into the restaurant. This charge will cover the expenses of storing and plating the cake. (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