

Customer Name \_\_\_\_\_ Date \_\_\_\_\_

This is a contractual agreement for \_\_\_\_\_ to hold a private party in Carlo's Restaurant on \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_.

A deposit must be received along with a signed contract in order to reserve the desired date.

A deposit of \$250.00 is required for parties.

Client has agreed to pay a minimum of \$\_\_\_\_\_ (excluding tax and gratuity) per person.

Any deposit will be applied towards the total bill on the date of the event.

A guarantee of the final number of people is required no later than 24 hours prior to the event.

The client agrees to begin and end the event at the designated times. If the client or guests are late in arriving, the client understands this may affect the timeliness and flow of service.

The client agrees to adhere to the timeline of the event. If the client's guests stay later than the designated ending time, there will be a \$500.00 per hour room charge for overtime plus the cost of any food or drinks consumed.

**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.

The client agrees to pay a 20% service charge (gratuity) of all food and beverage.

The client agrees to pay all applicable state and local taxes on all food and beverage.

The client is financially responsible for all damages of loss to restaurant caused by the client and his or her guests.

The client agrees to conduct the event in an orderly manner and comply with all underage drinking laws.

**Facility Fees:**

A facility fee of \$300.00 is required for all parties with 20 guests or less that are requesting a private room.

A facility fee of \$200.00 is required for all parties with 20 -35 guests requiring a private room.

No facility fee is required for parties with over 35 guests.

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This contract and our pricing is valid at managements discretion, and may be different on weekends, Nights and/or Holidays.

Additional services:

(see next page for any additions)

The client agrees to pay \$ \_\_\_\_\_ total price per guest excluding 8.375% tax and 20% gratuity. This price includes original cost per guest and said additional services per guest, as listed above.

Total price with tax and Gratuity: \$ \_\_\_\_\_

The client agrees to all of the above terms and conditions on all pages of this contract.

\_\_\_\_\_  
Client Signature/date

\_\_\_\_\_  
Printed Name/date

\_\_\_\_\_  
Manager Signature/date

Carlo's Restaurant. 668 Tuckahoe Road, Yonkers, New York, 10710  
(914)793-1458

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Additional Services agreed upon not listed on page 2 of contract:

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Client Signature/date

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Printed Name/date

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Manager Signature/date

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