

# ROSSILLI'S PRIVATE DINNING

419-423-5050 fax 419-423-7656

E-mail RossillisRest@Outlook.com

This contract serves as conformation of your upcoming event. Please take a moment to review and complete the following.

I \_\_\_\_\_ acting for \_\_\_\_\_, hereby agree to the following conditions regarding this agreement and authorize Rossilli's Restaurant to charge the listed credit card a deposit to confirm this reservation.

- A reservation will not be honored without this signed contract.
- As a courtesy all reservation request are held for two(2) business days from initial contact.
- If a contract is not signed after two (2) business days the space will be released.

## DEPOSITS

- A deposit of \$15.00 per person required to secure a reservation.

## ROOM FEE

- A room fee of \$150.00 will be added to you final bill.
- Private rooms are reserved for 3 ½ hours. Events continuing past this allotted time will be billed \$50.00 for each additional hour.

## GRATUITY

- A 20% gratuity will be added to your final bill.

## FINAL BILL

- All charges (Food & Beverage) must be on one bill. Unfortunately we are unable to offer a cash bar in the private room.

## FOOD & BEVERAGE

- All food and beverages must be provided by Rossilli's Restaurant. No outside items are permitted in the private room.

## CANCELLATIONS

- Should cancellation of this event occur within (10) business days prior to its scheduled date, I understand that I will forfeit the deposit made to confirm this reservation.
- Should cancellation of this event occur within (5) business days prior to its scheduled date, I understand that the credit card listed will be billed for the entire estimated revenue of this function.

## ROOM DAMAGE

- Any room damage, other than which occurs through normal usage, is the responsibility of the signor of this contract.

## LOST OR STOLEN ITEMS

- Rossilli's Restaurant is not responsible for any items that are left, lost, or stolen at the contracted event.

## ACCESS TO THE PRIVATE ROOM

- Doors will be unlocked no sooner that fifteen (15) minutes prior to the scheduled start time, unless prior arrangements are made.

## GUEST NUMBER GUARANTEE

- A final guarantee of guest attendance is due, dated and signed, five (5) business days prior to the contracted event.
- On the day of your event if the number of guests exceeds the guaranteed number, we will make every effort to accommodate them but cannot be certain that seating and or menu items will be available.
- If the party falls below the guaranteed number on the day of the event, you will be charged the estimated food and beverage revenue on the guaranteed number.

## CREDIT CARD INFORMATION (Please Print)

- Name as it appears on credit card- \_\_\_\_\_

- Credit Card Number- \_\_\_\_\_ Exp Date- \_\_\_\_\_

## EVENT INFORMATION

Date of Event \_\_\_\_\_ Day of the Week \_\_\_\_\_ Time \_\_\_\_\_

Estimated number of guests to attend \_\_\_\_\_ Minimum number of guests to attend: Dinner 12 Cocktail/Hors d' Oeuvre 20  
I agree to the conditions of this reservation conformation contract, and authorize Rossilli's Restaurant to apply charges to the listed credit card under the above stated terms.

Signature of Responsible Party \_\_\_\_\_

Contacts Phone Number \_\_\_\_\_ Email \_\_\_\_\_