

Customer Name _____ Date _____

This is a contractual agreement for _____

phone number _____

email address _____

to hold a _____ in Carlo's Restaurant, 668 Tuckahoe Road,
Yonkers, NY

Date _____ Time _____

Total Guest Amount _____ Adult _____ Child _____

A deposit of \$250.00-\$1,500.00 (depending on party) must be received along with a signed contract in order to reserve the desired date for your party.

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

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.

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 \$125.00 per ½ hour room charge for overtime plus the cost of any food or drinks consumed.

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.

On weekend nights if your party is not private the maximum reservation is 20 guests.

Facility Fees: Monday –Thursday Day until 5:00PM

A facility fee of \$200.00 is required for all parties with 20 guests or less that are requesting a private room. A facility fee of \$150.00 is required for all parties with 20 -35 guests requiring a private room. No facility fee is required for parties with over 35 guests.

Facility Fees: Monday –Thursday Night

A facility fee of \$600.00 is required for all parties with 20 guests or less that are requesting a private room. A facility fee of \$450.00 is required for all parties with 20 -35 guests requiring a private room. A \$200.00 Facility fee is required for parties with over 35 guests.

Facility Fees: Friday- Sunday Day until 5:00PM

A facility fee of \$500.00 is required for all parties with 20 guests or less that are requesting a private room. A facility fee of \$300.00 is required for all parties with 20 -35 guests requiring a private room. A \$200.00 Facility fee is required for parties with over 35 guests.

Facility Fees Friday-Sunday Night

A facility fee of \$2,000.00 is required for all parties with a minimum of 55 guests.

Children under 13 are 1/2 price and infants are free, but neither are included in the headcount.

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

Buffet menu is only available for private parties

Menu_____ Price Per Person_____

1st course_____

2nd course_____

3rd course_____

4th course _____

Dessert _____

Table Layout/Room Setup on back:

Initial _____

Additional services:

Beer and Wine Package @ \$17.00 Entire party excluding under aged guests _____

Cash bar _____

Tab for open bar _____

Tab for wine/beer _____

Corking Fee \$25.00 Per bottle _____

Cake/Dessert Cutting Plating fee \$25.00 _____

White table cloths included. Designer color upcharge _____

Room Private _____ Charge

Guarantee _____ Persons.

The client agrees to pay \$ _____ plus _____ additional service

total price per guest excluding 8.875% tax and 20% gratuity.

This price includes original cost per guest and said additional services per guest, as listed above.

Gift Cards Not accepted on parties

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