

LARGE PARTY AGREEMENT

Deposits

Return of signed forms with your deposit of \$100.00 or a valid credit card number is required a minimum of two weeks before the reservation. If your reservation is made less than two weeks before the event, it is due within 24 hours. It is our policy to book banquets in the order deposits are received. Your deposit will secure your reservation and prevent us from booking another banquet on that date. Deposits are refundable only when notice of cancellation is received at least 10 days in advance.

Corkage Fee & Dessertage Fee

Wine may be brought with prior arrangements. Corkage fee is \$15.00 per 750-ml bottle as long as we do not carry it on our menu. We offer a wonderful selection of desserts. If you would like to bring in your own, there will be a \$1/person cutting and serving fee.

Time Limits & Seating Availability

Our Garden Room seats parties of up to 32 guests. Friday & Saturday nights, Holiday Season nights (December 15-January 1), and all Summer nights, we have two seatings: one at 5:30 with a 2 ½ hour time frame, and a second at 8:15, with a 3 ½ hour time limit.

Prompt Arrival

Salads will arrive at the table 20 minutes after the scheduled reservation time. If all guests have not arrived within 30 minutes, tables will be rearranged accordingly.

Garden Room Guest Count

An accurate count will be confirmed 24 hours prior to your reservation. In order to secure the entire garden room, your guest count must be either **27** or more (up to 32), or you can opt to be charged the equivalent difference between your actual guest count and 27 at a rate of \$50/person for dinner and \$35/person for lunch. (For instance, if 23 guests show up for dinner, in addition to paying for their meals, you would be charged an extra \$200 for the “missing” 4 guests).

Seating Arrangements

If your guest count is 18 or less, we will seat your party at one long table in the Garden Room, but may seat other guests at the remaining tables. In this case, no extra charge will be assessed. For parties of 19 or more, the entire garden room must be booked and room charges will apply. We will do our best to find a seating arrangement that will work well for your party, given the constraints of the room. Any changes to the seating arrangement must be approved by the manager on duty. We ask that you do not allow your guests to move the tables as some arrangements make it difficult for the wait staff to serve your party properly.

Payment Information

Visa, MasterCard, Discover, & American Express credit cards are honored. Local checks only are acceptable with proper identification. Payment in full is due at the completion of the event. Individual checks cannot be provided on large party bills.

Tax and Gratuity

Applicable sales tax will be added to all charges. **Please note that as of January 1, 2014, due to federal law, we no longer charge a gratuity on the bill.** All gratuities are at the discretion of the guests.

Prices Subject To Change

Reservations may be made many months in advance, and Café Cruz makes every effort to maintain menu prices. However, it is occasionally necessary to raise prices to keep up with our rising costs, in which case, you will be charged accordingly.

Presentations, Trainings and Media

For presentations or trainings, please inform us when making the reservation. Groups must provide their own projector, screen, and extension cords as necessary. Be aware that room does not really darken fully. The seating capacity of the Garden Room is less if room is needed for a presenter, screen and projector.

RESERVATION IS VALID UPON RETURN OF SIGNED FORMS.

Customer Signature: _____ Date: _____

