

8330 Staples Mill Road

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Banquet Contract
Contact Person:
Phone: (H) (W) (C)
Email:
Type of Event:
Number of guests:
Date of event:
Time:
<p>Policy- A non-refundable room charge of \$50.00 is required to secure the reservation date. If linens are requested for tabletops an additional fee will be added depending on the size of your party.</p> <p>We kindly ask that the menu and final count be given 72 hours prior to your event. Any changes made after the final count must meet the approval of our staff. You will be charged according to your final count. Our staff must approve any decorations or entertainment. Please feel free to bring in your own cake or we can order one for you. There is no cake cutting fee. There is a \$500.00 minimum required to use the private room, if the total bill does not reach the minimum you are required to pay the difference.</p> <p>The final bill must be all on one check.</p> <p>An 18% gratuity and tax will be added to your final bill. The contact person on this contract agrees to all mentioned above and agrees that any other outside parties that may be included or helping to plan the event have already agreed to these terms.</p>
<p>Room Charge:</p> <p>Name On Card: _____</p> <p>Card Type: _____</p> <p>Card Number: _____</p> <p>Expiration Date: _____</p> <p>Security Code: _____</p> <p>Billing Zip Code: _____</p>
<p>Menu Options</p> <p>Menu items selected _____</p> <p>Table Preference: Round Or Rectangle (Circle One)</p> <p>Any additions to the menu & additional cost where needed.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Cake to be ordered by Roma Ristorante Italiano cost _____</p> <p><input type="checkbox"/> Menu selection given 72 hours prior to event</p> <p><input type="checkbox"/> Paid Room Charge.</p> <p><input type="checkbox"/> Alcohol included <input type="checkbox"/> Alcohol NOT included</p>
<p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>

Signature X _____

X _____

(Print Name)