

# THE VILLA RESTAURANT

## BANQUET RESERVATION CONTRACT

To Make a Reservation for a Banquet or Party, this form must be completed.

- 1) A Deposit of \$100.00 must be placed no later than one week from the booking date.
- 2) In the event of cancellation, your deposit will be fully refunded until four weeks prior to the event date.
- 3) All Cancellations must be received in writing.
- 4) There will be a minimum charge of \$75.00 for the room rental fee. This will ensure a private staff + full service for your event.
- 5) Minimum number of people is 25 when doing a lunch banquet, if your party doesn't have the required minimum of 25 people for a lunch banquet, you will be charged for the full 25 people.
- 6) Parties larger than 20 people must order from our banquet menu not the regular menu.
- 7) For banquet parties less than 25 people, we cannot guarantee a private room.
- 8) No half/small orders may be placed for banquets.

Date of Reservation:

Time of Party:

Number of People in Party:

Room Requested:

Party Reservation Name:

Print Name:  
(Person Booking Party)

Address: \_\_\_\_\_

Telephone Number:

Signature:

Date:

**OFFICE USE ONLY:      Date:**

**Charge Paid**

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