

THE VILLA

Your Italian Getaway in Sonoma County

Banquet Reservation Contract

All Reservation for a Private Event / Private Room Must Have:

1. A signed contract
2. \$175.00 **non-refundable room charge** for a maximum of a four-hour event, which includes set-up and take down. This includes white tablecloths, napkins, tables and chairs.
3. A minimum purchase of \$600.00 per event before tax and tip group/event during normal business hours (3:30p-9p M-Su), \$700 is required outside of normal business hours and in the month of December \$1,050 is required (food and beverage before tax 8.625% and service fee 18%).
4. If party requires a decor change for set up prior to the event. The Villa must be notified for approval as this active usually increases the hours needed.
5. If your group cannot hold to these guidelines at the time of the event. We reserve the right to move your group into the dining area and it will now longer be private.
6. All parties will communicate 10 days prior to event with final head count and final meal selections adjustments a minimum of 20 persons at selected menu will be charge.
7. Minimum number of people is 20 when doing a lunch banquet, if your party doesn't have the required minimum of 20 people, you will be charged for the full 20 people, in December 30 guests.
8. Parties larger than 20 people must order from our banquet menu options.
9. For banquet parties less than 20 people, we cannot guarantee a private room
10. Corkage is billed at \$10.00 per bottle and cake cutting free is \$1.50 per person.

All cancellations must be received in writing four weeks prior to event.

Date of Reservation:

Time of Party:

Print Name:

Telephone Number:

Address:

Reservation Name:

Total number:

Room Requested:

Menu Price:

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Menu Selections:

1)

2)

3)

4)

Signature:

Date:

OFFICE USE ONLY

Date:

Type of Deposit:

Amount Paid:

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