

# THE VILLA

*Your Italian Getaway in Sonoma County*

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Enclosed you will find our lunch and dinner banquet menus, along with the children's banquet menu, and appetizer menu.

Keep in mind that we have a full bar and an extensive wine list available as well.

If you would like assistance in planning a banquet, please feel free to contact the restaurant at any time. We would be happy to discuss your individual needs.

You may also make reservations online or contact our banquet staff with your questions at [contactus@thevillarestaurant.com](mailto:contactus@thevillarestaurant.com).

Thank you for considering the Villa Restaurant for your banquet location.

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## BANQUET RESERVATION CONTRACT

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*To secure a reservation for a banquet or party we require...*

- 1) A signed contract.
- 2) \$175.00 **non-refundable room charge** that includes a room, white table cloths, napkins, tables and chairs for a four hour event.
- 3) A minimum food purchase of \$600.00 (before tax and gratuity) is required per event during normal business hours (Monday-Sunday 3pm-9pm) A minimum food purchase of \$1,000.00 (before tax and gratuity) is required outside of business hours.
- 4) If the Banquet requires production/décor change prior to the event The Villa must be notified.
- 5) If your banquet 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 no longer be private.
- 6) All parties will communicate 10 days prior to the banquet date with final head count for the event and with total number of Prime Ribs being ordered if that is one of the menu selections.
- 7) All billing will be calculated on final head count given no less than 10 days prior to the event.
- 8) Banquets larger than 20 guests must order from our banquet menu options.
- 9) We cannot guarantee a private room for banquet parties less than 20 people.
- 10) Corkage is billed at \$10.00 per bottle and cake cutting fee is \$1.50 per person.
- 11) Tax is billed at 8.625% and service fee is 18%
- 12) All cancellations must be received in writing 30 days prior to the event.

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**