



Café Central Restaurant Confirmation Agreement

Reservation or Representative Name: _____

Today's Date: _____ **Date of Reservation:** _____

Estimated guests: _____

Phone; _____ **Third party contact:** _____

Email: _____ **Third party telephone:** _____

Third party Email: _____

Reservation will be held for 48 Hrs.- failure to return this form within 48 hrs. will result in the loss of your reservation ____ **Initial**. A credit card must be provided in order to confirm reservation for parties of 6 or more guests.

Upon your arrival you may instruct us to charge your bill to a credit card provided by person on site, otherwise the credit card listed on the contract will be charged _____ **Initial**.

The guest is required to provide a final guest guarantee 48 hrs. prior to the event start time so that we may properly prepare for your event.

Cancellation Policy:

Cancellations must be made in written form 10 business days prior to the reservation. In the event that the Restaurant does not receive written notification of cancellation, the deposit for the designated room will be lost. ____ **Initial**.

Credit Card Information:

You agree and authorize Café Central to charge your credit card for the event deposit and for the final payment upon completion of the event.

Card Type: Visa ____ MC ____ AMEX ____ DISCOVERY ____

Name on Card _____

Credit Card Number _____ Expiration Date _____

Authorized Signature _____

Tax, and Gratuities:

Gratuities, sales tax and incidental charges including valet (if applicable) and equipment rental fees and entertainment do not contribute to the minimum expenditure and will be added to your final bill.

All food & beverages prices are subject to an additional Charge of 8.25% tax & 20% Gratuity

Decorations:

Where allowed, tabletop centerpieces or any other personal decorations must meet local fire department, health department and any other governmental regulations. Nothing may be affixed to the walls of the restaurant. Please discuss any specific needs in advance.



The wine vault & small terrace: A minimum of \$500.00 in food & beverages is to be consumed, A Deposit of \$250.00 is required to hold the reservation. Capacity for the Wine Vault 18 guests in a long table or 15 guests in tables of 4

Small Terrace capacity is 20 guests in a long table or 30 in separate tables

Please **Initial** which room you are Reserving

WINE VAULT _____ SMALL TERRACE_____

The board room & large terrace: A minimum of \$1,000.00 in food & Beverages is to be consumed. A deposit of \$500.00 is required to hold the reservation. Capacity for the Board Room is: 22 guests in a long table or 35 guests in round tables

Large Terrace capacity 24 in a long table or 35 in separate tables

Please initial which Room you are Reserving:

BOARD ROOM_____LARGE TERRACE_____

Private rooms for lunch: 11:00 AM to 3:00 PM: No minimum spent required.

A deposit of \$150.00 is required to hold the reservation.

Audio Visual:

No Outside Audio-Visual equipment permitted. Please circle if needed

Package: \$150.00 LCD Projector, Screen, Large Flat screen and Microphone and Apple TV System for remote

LCD Projector \$100.00

Screen & large Flat Screen: \$50.00

We ask the Reps to provide their own HDMI cables for projection

Conditions of Agreement and Host Responsibility:

The Host understands and agrees to abide by this policy.

The Host agrees to abide by the guidance of COVID 19

The Host agrees to hold harmless the restaurant, its partners, associates, agents, officers, directors, affiliates and independent contractors from any and all claims, actions, suits, or allegations for damages to person or property which relates, emanates or in any way pertains to the event.

I have read the above and I agree to the terms of this agreement. ____Initial

Host/Client (please sign)

Date

Venue Representative

Date

Should you have any questions or concerns, please don't hesitate to contact Estela Abelleira

(915) 545-2233 Ext.110 Cel: (915) 208-5812 E:mail; estela@cafecentral.com, events@cafecentral.com