



## Café Central Restaurant Confirmation Agreement Social Events

Reservation or Representative Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Date of Reservation: \_\_\_\_\_

Estimated guests: \_\_\_\_\_ Time of Reservation: \_\_\_\_\_

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.

### **CANCELATION 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:** 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:** A minimum of \$3,000.00 in food & beverages is to be consumed. A deposit of \$1,500.00 is required to hold the reservation. Capacity is 16 guest in a long table or 26 in separate tables

Please **Initial** which room you are Reserving

WINE VAULT \_\_\_\_\_ SMALL TERRACE \_\_\_\_\_

**THE BOARD ROOM :** 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: 20 guest in a long table or 30 guests in round tables

**LARGE TERRACE:** A minimum of \$5,000.00 in food & beverages is To be consumed. A deposit of \$2,500.00 is required to hold the reservation. Capacity 48 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, 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](mailto:estela@cafecentral.com), [events@cafecentral.com](mailto:events@cafecentral.com), [www.cafecentral.com](http://www.cafecentral.com)

