



**Café Central Restaurant Confirmation Agreement
Private Events
2025**

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 hours will result in the loss of your reservation ____ **Initial**. A credit card must be provided 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 hours 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. If 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 _____ DISCOVER _____

Name on Card: _____

Credit Card Number: _____ Expiration Date: _____

CVV _____ Billing ZC: _____

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: 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.

Decorations by Outside Vendors: A fee of \$200 will be charged for any decorations provided by outside vendors, including but not limited to balloons and any decor that requires hanging from walls and/or ceilings. This fee applies to all areas of the restaurant.

THE WINE VAULT: A minimum of \$700.00 in food & beverages is to be consumed.

A Deposit of \$350.00 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 guests in a long table or 26 in separate tables

Please **Initial** _____ which room you are reserving.

WINE VAULT _____ SMALL TERRACE _____ TABLES 50 AND 51 _____

TABLES TERRACE: \$150.00 DEPOSIT REQUIRED

LUNCH/BRUNCH WINE VAULT: MINIMUM \$200.00 DEPOSIT REQUIRED \$150.00

SMALL TERRACE: MINIMUM \$1,000.00 DEPOSIT REQUIRED \$500.00

HOURS FROM 11:00AM - 2:30PM

THE BOARD ROOM: A minimum of \$1,200.00 in food & Beverages is to be consumed. A deposit of \$600.00 is required to hold the reservation. Capacity for the Board Room is: 20 guests 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 _____ TABLES 61 AND 62

TABLES TERRACE: \$150.00 DEPOSIT REQUIRED

LUNCH/BRUNCH: BOARD ROOM: MINIMUM \$300.00 DEPOSIT REQUIRED \$150.00

LARGE TERRACE: MINIMUM \$1,500.00 DEPOSIT REQUIRED \$750.00

HOURS FROM 11:00AM - 2:30PM

Audio Visual:

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

Package: \$250.00 LCD Projector, Screen, Large Flat screen, Microphone and Apple TV System for remote LCD Projector \$150.00

Screen & large Flat Screen: \$100.00

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

Should you bring outside AV you may NOT connect to our system

Conditions of Agreement and Host Responsibility:

The Host understands and agrees to abide by this policy.

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 a 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, www.cafecentral.com