

° DINNER FUNCTION °  
Boardroom Contract

ROOM FEE: \$ 100

(Please Fill In Thoroughly and Fax or Email a Signed Copy)

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

PLEASE NOTE: DINNER FUNCTIONS REQUIRE AT LEAST 15 GUESTS AND A \$ 450 MINIMUM CHECK AMOUNT (EXCLUDING ROOM FEE). IF NECESSARY, ADDITIONAL ENTREES WILL BE ASSESSED TO MEET THE REQUIRED CHECK AMOUNT.

Expected Guest Amount: \_\_\_\_\_ (Set Menú Required for Functions where Expected  
Guaranteed: \_\_\_\_\_ amount meets or exceeds 20 Guests)

(Final Guests amount must be confirmed/guaranteed TWO days before event. If attendance is lesser than Guaranteed amount, additional Entrées will be assessed to make up the difference)

Credit Card information is **required** to secure a Boardroom reservation. A charge of \$ 50 will apply to all No Call/No Show reservations, and to all Cancellations within 48 hours of event.

VISA \_\_\_\_\_ MasterCard \_\_\_\_\_

AMEX \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on card: \_\_\_\_\_ Event Host: \_\_\_\_\_

Room Setup:				Tables of
Square	Rectangle	U-Shape	Rows	4 - 6 - 8 - 10
Screen	LCD		Flipchart	Internet/Phone:
Special Instructions: (Hors D'Oeuvres, Set Menú, etc.)				
Bistró Contact Name: _____				
Screen Rental: \$ 25	LCD Rental: \$ 75	Flipchart: \$ 10	Laser Pointer: \$ 15	

An 18% Service Charge will be added to all Boardroom Checks. A maximum of **EIGHT** separate checks will be allowed for all Boardroom functions. The Bistró, An American Café, requires a *confirmation 48 hours in advance* or your expected Guest Amount will be used as the Confirmed Guarantee. A Set Menú must be arranged within 72 hours of Event. Boardroom Reservations require a Name, Date, Time, Signature and Credit Card information. Please include all required information before submitting a signed copy of this Contract.

Guest Signature: \_\_\_\_\_ Date: \_\_\_\_\_