

° Lunch Function °
BOARDROOM CONTRACT

ROOM FEE: \$ 50

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

Event Date: _____ **Time:** _____

Name: _____ **Address:** _____

Phone Number(s): _____ **Fax:** _____ **Email:** _____

PLEASE NOTE: LUNCH FUNCTIONS REQUIRE AT LEAST 15 GUESTS AND A \$ 250 MINIMUM CHECK AMOUNT (EXCLUDING ROOM FEE). IF NECESSARY, AN ADDITIONAL FEE WILL BE ASSESSED TO MEET THE REQUIRED CHECK AMOUNT.

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

(Final Guests amount must be confirmed/guaranteed TWO days before scheduled 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:** _____