

BANQUET/PARTY AGREEMENT

A guaranteed number of guests must be confirmed three (3) days prior to the function. Charges will be made for the number of guests served or guaranteed, whichever is greater. If no guaranteed number is provided by the host, we will prepare and charge according to the number of guests originally booked.

- I. Minimum guarantee of twenty-five (25) people. Banquet menu options will not be available to parties of less than 20 people. Other options include a select menu or ordering directly off the menu.*
- II. Sales tax of 8.05% and a service charge of 20% will be added to prices quoted.*
- III. NO BEVERAGES OR FOODS of any kind are permitted to be brought into the restaurant from the outside by the guests, with the exception of a cake or cupcakes. In such exceptions, the restaurant reserves the right to impose a surcharge of \$.50 per person.*
- IV. Due to strict health code regulations, no food of any kind may be removed from the premises. This policy applies to all perishable food, including food for guaranteed guests unable to attend.*
- V. The restaurant cannot be held responsible for display material or any personal items left on the premises by patrons.*
- VI. All arrangements must be completed with a signed contract and a \$100.00 deposit.*
- VII. For a private Event/Banquet, there will be a \$100.00 room charge, (separate from reservation deposit).
Rooms are reserved for a maximum of two and one half-hours (2 ½); additional hours are available at an additional fee.*
- VIII. Room charges will only be refunded if space is re-booked or cancelled at least 30 days prior to the event. **The restaurant reserves the right to change a room assignment if guaranteed guest count changes substantially. You may be placed in another area or be required to share the space originally booked.***
- IX. Linen is available for an additional fee.*
- X. Full payment is to be made immediately after the function.*
- XI. IS FURTHER MUTUALLY AGREED that this Organization or Individual agrees to assume full responsibility for the conduct of its members and guests and also assumes liability for any and all charges incurred in the name of said Organization or Individual.*

Signed _____ Date _____
 Guest Signature

Signed _____ Date _____
 Vito's Representative

Banquet Name _____ Date/Time _____