

# Villa Rosa Ristorante & Pizzeria

41 Scotch Rd. Ewing, NJ 08628

(609) 882-6841

www.villarosanj.com

## Banquet Contract

Contact Person:	
Address:	
Phone: (H) (W) (C)	
Email:	
Type of Event:	
Number of guests:	
Date of event:	
Time:	
<p><b>Policy- A deposit of \$200.00 is required to secure the reservation date.</b> We must be notified of each guest's menu selections one week prior to the party. <b>If choosing menu selections the day of the event is preferred an additional \$2.00 per person will be added to the total cost. If linens are requested for table tops an additional \$1 per person fee will be added to the total cost per person.</b> We kindly ask that any changes to the size or time of your party be made one week prior to the scheduled event date. A strict three-week notification is needed for all cancellations. If any notice shorter than a three-week period is given, the deposit cannot be refunded. Any changes made to the menu will require two weeks notice prior to the event. If any of the time limits that require our notification just mentioned have already been surpassed due to the party being scheduled sooner to the event date then no changes can be made for those scenarios just mentioned. The date of the party cannot be changed once finalized by our staff. All of the following time periods previously stated are subject to change depending on availability and other scheduled events or reservations at our facility. Any decorations or entertainment must be approved by our staff. All outside food being brought in for the event must be approved by our staff. <b>If a cake is brought in there will be a dollar per slice cake cutting fee, if you wish for our staff to cut and serve the cake for your guests. The entire cost of the event must be paid for in full one week prior to the event date. If final payment is given any later than one week a \$25 late fee will be assessed.</b> The contact person on this contract agrees to all mentioned above and agrees that any other outside parties that may be included or helping to plan the event have already agreed to these terms.</p>	
<p><b>Menu- Cost per person</b> _____ Please choose one of the following: <input type="checkbox"/> Choosing menu selection day of event (\$2 extra per person) <input type="checkbox"/> Menu selection given one week prior to event</p>	
<p><u>Place check in box for services you desire</u> <input type="checkbox"/> Cake table <input type="checkbox"/> Alcohol station <input type="checkbox"/> Cake fee(\$1 per person) <input type="checkbox"/> Linens (\$1 per person) <input type="checkbox"/> Gift table</p>	<p><u>Additional notes</u> <input type="checkbox"/> \$200 deposit received</p>
Today's Date:	Confirmed by:
Contact person's Signature:	Executive Chef's Signature: