

# Villa Rosa Ristorante & Pizzeria

41 Scotch Rd. Ewing, NJ 08628

(609) 882-6841

www.villarosanj.com

## Catering Contract

Contact Person:
Address:
Phone: (H) (W) (C)
Email:
Type of Event:
Number of guests:
Date of event:
Time:
<b>Policy-</b> A deposit of \$50.00 is required to secure the reservation date 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. <b>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.

<input type="checkbox"/> Catering tray order form attached and filled out in full.	<input type="checkbox"/> \$50 deposit received
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<u>Place check in box for services you desire</u>	<u>Deposit paid by</u>
<input type="checkbox"/> Servers	<input type="checkbox"/> Check #
<input type="checkbox"/> On site cooking	<input type="checkbox"/> Credit card info
<input type="checkbox"/> Set-up/Drop off buffet service	<input type="checkbox"/> Cash

Today's Date:	Confirmed by:
Contact person's Signature:	Villa Rosa Representative Signature: