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## **Large Party (25-35) Non-Private Event Reservation Contract**

<b>EVENT DATE</b>		<b>GUEST #</b>	
<b>HOST NAME</b>		<b>CELL #</b>	
<b>EMAIL</b>		<b>OTHER #</b>	
<b>ADDRESS</b>			
<b>CITY</b>		<b>ZIP</b>	
<b>EVENT TYPE</b>			
<b>BUFFET MENU CHOICES</b>			
<b>QUOTE AND DEPOSIT</b>	<b>Balance Due with Tax &amp; 20% Service Fee \$150.00 Deposit Due to hold date</b>		

### **Deposits, Balance Due and Cancellations**

The event Host named above is the responsible party for the event booking detailed above. The above reservation will not be held without a signed contract and deposit. The reservation time for Non-Private events is 2 hours maximum.

A \$150.00 deposit is required to book all private events. Deposits are non-refundable.

The Guaranteed (Final) Guest Count, final menu choices and the event balance due is required no later than two weeks prior to the event date. If the Total Guests Served is higher than the Guaranteed Guest Count, the additional charges will be billed to the Host at the conclusion of the event based on the original per person charge(es). All final payments made towards the event balance are non-refundable.

Cash and credit cards (Visa, MasterCard, American Express, and Discover) are accepted forms of payment for all charges.

### **Food and Beverage**

As stated above, menu choices must be confirmed at least 2 weeks prior to event date. All food and beverage, including alcohol, must be provided by Madero 1899 Cocina Y Cantina.

- A \$15 corkage fee per 750ml bottle will apply to bottled wine brought in by the Host.
- Special Occasion Cakes provided by an outside vendor are permitted. A cake cutting fee of \$2.00 per person will be added to the Event Estimate or charged the day of the event if the event Host requests staff to cut, plate and serve the cake. If hosts opt to cut, plate and serve their cake, a knife and disposable plates/utensils are provided at no extra charge.

In instances where a third-party bakery (outside vendor) is providing any Special Occasion Cakes, the selection, purchase, payment, and timely delivery of the cake(s) is the sole responsibility of the Host to prearrange with their third party. Madero 1899 Cocina Y Cantina will gladly accommodate presentation, dessert plates, and service only (included in the Cake Cutting Fee), and is not responsible for payment, delivery, or quality of third-party provisions.

### **Decorations and Favors**

Decorations must be affixed with ties or tape. Anything that would cause permanent damage to the walls or structure, such as nails and staples, are not permitted. All décor, including adhesives, must be removed by the Host at the conclusion of the event. Confetti, glitter, or sparklers are not permitted. If these guidelines are not followed, a cleanup fee of \$200.00 may be applied to the final bill.

**Party favors with alcohol are NOT allowed and will be confiscated by event staff until the end of the event. Absolutely no outside alcohol or food is allowed.**

**Open Flame**

No open flame is allowed at all private events. Only battery powered candles are allowed.

**Buffet Services and Food Safety**

To be in optimal adherence to food safety guidelines, we do not keep our buffet service available for your event guests for more than two hours during events. Our event manager will work with you to schedule the perfect timing of your buffet service that will best accommodate your guests and your event. All you can eat buffet services are for dine in service only and guests will not be permitted to take to-go food from the buffet service.

**Social Media**

The Event Manager and/or Madero 1899 Staff may take photos/videos during your event to share on social media. It is the responsibility of the Host to communicate to the Event Manager if she/he/they would prefer photos/videos of their event to not be shared on social media. The Host and guests are encouraged to share their photos/videos of the event and to tag @madero1899 in their personal social media posts.

**Liability and Damage**

The Host is liable and financially responsible for personal injury, property damage, and/or equipment damage that may occur at Madero 1899 Cocina Y Cantina, caused by the willful negligent actions or conduct of the contracted party (Host) and/or their Guests. Any costs incurred for repair or replacement are the liability of the Host.

**Unlawful Activities**

The Host and their Guests will comply with all the laws of the United States of America and the State of California, all municipal ordinances and all lawful orders of police and fire departments and will not do anything on Madero 1899 Cocina Y Cantina premises in violation of any laws, ordinances, rules or orders.

Any Guest found to be in possession or under the influence of illegal substances will be immediately escorted off the premises. Any illegal substance and/or any paraphernalia found will be confiscated and turned in to the local police.

If unlawful activities should occur on the premises, and the event is cancelled, there will be no refund of any kind from Madero 1899 Cocina Y Cantina to the Client.

**Personal Property**

Madero 1899 Cocina Y Cantina is not responsible for any personal property of the Host and event guests. The Host acknowledges that if the Host and/or event guests choose to remain on property after the event ending time, all personal property must be removed from the event space by the end of the allotted breakdown time. Madero 1899 Cocina Y Cantina will not store personal property for the Host and/or guests and is not responsible for any items left on Madero 1899 property.

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***The Host named below and on the first page of this contract agrees to all the terms and conditions above and confirms to have received a copy of the Madero 1899 Cocina Y Cantina Event Reservation Policies as outlined in this contract.***

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**Print Host Name**

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**Print Event Manager's Name**

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**Host Signature**

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**Date**

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**Event Manager Signature**

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**Date**