

Banquet Room Reservation Agreement

Kianti's Pizza & Pasta Bar / 1100 Pacific Avenue / Santa Cruz / 831.469.4400

Kianti's is honored that you have chosen our establishment to entertain your guests. To provide an excellent dining experience as you reserve Kianti's banquet room, we have designed an agreement that will help us ensure your party a success. The following are our basic guidelines in which apply to all events:

- Banquet room must be reserved at least 72 hours prior to your event with the Banquet Coordinator during hours listed below.
- Each banquet package requires a deposit to reserve the room (held with a credit card only) as well as a signed and returned "Banquet Room Reservation Agreement". The credit card used to hold the room will be charged only if you fail to cancel your reservation 24 hours prior to the scheduled event.
 - If your final head count and menu selection is not confirmed with Banquet Coordinator by the due date and time issued, your reservation is subject to cancellation.
- The final head count determines the minimum amount of guests you will be charged for. Any additional guests not anticipated in the final guest count will be charged accordingly per person.
- There is a minimum number of 15 - 20 guests depending on the available package. 25 people is our recommendation for comfortable seating; however, 30 is the maximum number we will accept due to our banquet room capacity.
- We suggest arriving early as your start time begins at your reserved time.
- When selecting the menu for any package, please keep in mind that you are making the selection for the entire group. We can accommodate vegetarians and exclude ingredients from almost any dish to better accommodate you and your guests.
- Course Schedule: The food will begin to be served approximately fifteen minutes after your scheduled time. To remain within the 2 hour window, the suggested schedule is as follows. The times below are how many minutes after the start time each course will be served: 15 minutes: Appetizer • 30 minutes: Salad • 45 minutes: Pasta • 45 minutes: Pizza • 60 minutes: Dessert
- Late Policy: If your party is not present within 20 minutes of the scheduled start time, your reservation will be void and the deposit will be applied to your credit card.
- Overtime Policy: There is a fee for every fifteen minutes after your scheduled end time: \$100 for dinner packages and \$25 for lunch packages. Time will end when your last guest leaves. If any overtime charges occur, they will be applied the day after your event to the credit card given initially to hold the room. We will round your overtime to the nearest fifteen minutes.
- **We do not provide separate checks;** however, you can place the banquet food on one check and then any additional items on another (maximum of 2 checks).
- A 18% gratuity will be added to your check(s). Gratuity and tax is not included in per person price listed for banquets.
- We do not accept purchase orders or money orders. Cash and credit card only.
- You are welcome to bring your own wine as long as we do not offer it. The corkage fee is \$8 per bottle for a 750 ml bottle.
- A 15 minute time allowance may be necessary to set up for large groups. If your party is waiting for our staff to finish setting up the room, your full 2 hours will begin when your first guest is seated. There may be a party reserving the room prior to your reservation, but either way you will have a few minutes to set up and/or lightly decorate the room.
- All terms and conditions will be enforced at the sole discretion of management. All prices, selection & availability may vary.

We anticipate your event a great success! Once again, thank you for choosing Kianti's. More information available online at www.kiantis.com/book_your_event.php.

Coordinator's Hours: Tuesday - Thursday 9:30 am - 2:30 pm. *Deadlines must be met during these hours.*

Coordinator's Contact:

Jhoneé Fillmore | info@kiantis.com | Phone: 831.469.4400 option 3 | Fax: 831.469.4420

Date Of Event: ____ / ____ / ____ **Start Time:** ____ : ____ am / pm **End Time:** ____ : ____ am / pm

*****Final Head Count & Menu Selection Due Date:** ____ / ____ / ____ **by 10:00 am.*****

If your final head count and menu selection is not confirmed with Banquet Coordinator by the due date and time issued, your reservation is subject to cancellation. It is your responsibility to provide a final head count and finalize the menu with our Banquet Coordinator on this date and time. If the Banquet Coordinator is not notified by this date, the final head count will be based off of the initial number provided. Please make menu selections as soon as possible to ensure full menu selection.

Credit Card Authorization:

Card #: _____ **Expiration:** _____ **Name On Card:** _____

After Hours Contact: If you are running late or have a change of any kind on the night of your event, make sure you choose to speak with the **manager** on duty by selecting (option 1) as the Banquet Coordinator is not available except during hours listed above. Leaving a message for the Banquet Coordinator is not valid and will not be received prior to your event.

I agree to the guidelines in the Banquet Room Reservation Agreement.

Customer (Print): _____ Coordinator (Print): _____
Customer Sign: _____ Coordinator Sign: _____
Date: _____ Date: _____