

Rastrelli's Banquet Policies and Contract

Rastrelli's Restaurant 238 Main Avenue Clinton, IA 52732

Thank you for choosing our banquet facility for your special occasion. The staff at Rastrelli's will work diligently to make your event joyous and memorable. The following are policies regarding reservations for our facilities, The Avanti Banquet Rooms and the Tuscany Special Events Center.

Responsible Party's Name (event host): _____

Date of Contracted Event: _____

Estimated Number of Guests: _____

Deposits

A confirmation deposit is due upon reservation. Our Banquet Manager will determine the amount of the deposit (\$100 or \$500 depending on type of event). Availability is guaranteed when the deposit and contract are received. **Deposits are applied to the final bill the night of the event.**

Cancellation and Attrition Policy

Deposits are nonrefundable in the event of cancellation.

Guarantees

Exact attendance for all banquet events must be made by noon 3 business days prior to planned event. Your exact attendance (guaranteed final guest count) is the amount you will be billed for. This applies to all buffets and pre-ordered served dinners. Rastrelli's will be prepared to serve 5% over the guaranteed number (to a maximum of 10 people). If no final guarantee is received, we will consider the number to be that which was indicated on the original arrangements. Additional guests exceeding the guaranteed number will be charged the contracted rate.

Room rental fees

Avanti and Room 39: \$300 per room; \$500 if both rooms are needed

Tuscany: \$300 per room; \$500 if both rooms are needed.

These fees are in addition to your food and bar bill. Rastrelli's will provide all food and beverage. If you want to just rent the room you will need to contact Rastrelli's.

Food & Beverage Safety Policy

All food and beverage must be purchased through Rastrelli's (specialty cakes excluded). For the safety of our valued guests, it is the policy of Rastrelli's to not package any leftover food for our guests to take home. Rastrelli's adheres to all federal, state, and local laws regarding food and beverage purchase and consumption. No one under 21 years of age will be served alcoholic beverages. All guests are required to have a photo I.D. for age verification. Any guests that cannot provide proof of their age will not be served alcohol. All banquets in the Tuscany Special Events Center must end by midnight and by 11p.m. in the Avanti Banquet Rooms. A service charge of \$50 an hour will apply if your event runs over the scheduled time you are contracted for.

Cake Service Fees

As mentioned above, you are more than welcome to bring in a specialty cake from a licensed baker. You may bring in your own plates, napkins and forks for this if you would like. If you would like us to provide plates, napkins and silverware for this and cut the cake for you, **a cake service fee will apply.**

Liability

The guests agree to be responsible for any damages done to premises during the period of time the premises are under guest control or for any independent contractor hired by guest. Liability for damages to the premises will be charged accordingly. **No open flame candles, glitter or confetti are not allowed. Candles are allowed if they are in a glass votive container. Scotch tape, nails, pushpins or potentially damaging fasteners may not be used on walls or ceilings.** *Decoration cleanup is the responsibility of the event host immediately following the event.* Violations will be subject to a \$250.00 clean up fee along with the cost to repair any damages. Rastrelli's will not assume responsibility for the damage to or loss of merchandise or articles left in our establishment prior to, during, or following your event.

Audio/Visual

For business meetings, we can provide equipment to handle your requirements. Charges are based on equipment needs.

Wedding Ceremony and Reception

If you are planning on having your wedding ceremony here before your reception, there may be an additional charge for the ceremony.

Final Payment and other Charges

Final payments are due at the end of the event. This includes the total actual cost of Alcoholic Beverages or other items that are to be paid on an "as used" basis. Payments may include Cash, Master Card, American Express, Visa or a pre-approved local check. Direct billing must be pre-arranged 4 weeks prior to the event. **If an event is requested where guests are expected to pay their own bill, the person who signs this contract agrees to be responsible for any unpaid bills at the end of the event.**

Menus and Pricing

The contents of our banquet menus are merely suggestions. Our Chefs will be happy to design a special menu for your event. **Prices and menus are subject to change without notice. A 7% sales tax will be applied to all private parties. There is a gratuity document you also need to fill out and return authorizing us to add gratuity to your event.** These charges are not included in our minimum total that must be met. A private banquet room may not be available for less than 20 guests. Our banquet rooms are assigned according to the anticipated number of guests. **We reserve the right to reassign your event to another room at our discretion.** If you are a non-profit organization with a tax-exempt ID number, please include that number with this contract and we will remove the tax from your bill.

By signing below, you agree to the terms of this contract.

Event Host Signature: _____

Event Host Name (Printed): _____

Date: _____

Rastrelli's
RESTAURANT

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