



PRIVATE ROOM CONTRACT

Please fill out completely and fax back to (210) 824-0607 attention Private Dining Dept.

Name: _____ Booking Date: _____
Company: _____ Party Date: _____
Address: _____ Arrival Time: _____
Home Phone: _____ Exit Time: _____
Cell Phone: _____ Guaranteed Number of Guests: _____
Alternate Phone: _____ Guest Count Confirmation Date: _____
Fax: _____ Event Name: _____
E-Mail: _____
Party Room Location: _____
Additional Details: _____
Check: _____
Menu Selection and Price: _____

Bar Selection: Cash Bar Open Bar Other: _____

Credit Card: _____ Expires: _____

- 1) A \$100 deposit will be secured from the client. The deposit is refundable, or it can be applied to the final bill. We accept Cash or Credit Card.
- 2) The reserved unoccupied space may be released at management's discretion if the party arrives one hour later than the scheduled arrival time.
- 3) Changes and Guest Count Confirmation must be made three days before your event date via fax or email: _____
If the client fails to confirm a guaranteed guest count, the bill will reflect the expected guest count on file.
- 4) The client will be responsible for the number of guests guaranteed with the final head count, even if fewer guests attend. If more guests arrive, the client is responsible for the additional meals consumed.
- 5) The room you have selected to reserve has a Food and Beverage Minimum.
The food and beverage minimum is: _____
- 6) Should the customer not meet the food and beverage minimum, the difference will be calculated and charged as a room fee.
- 7) If the customer wishes to cancel, cancellation must be done at least one week in advance. Failure to do so will result in forfeiture of the deposit.
- 8) All pricing is subject to 20% gratuity and 8.125% sales tax.

ADDITIONAL ITEMS:

- Table Cloths @ \$3.00 (This does NOT apply in the Banquet room)
- Audio/Video equipment available in either room at no additional cost

Client Signature & Date: _____

3210 Broadway – San Antonio, TX 78209
Phone: 210.824.3005 Email: info@tomatillos.com