

Napoli Italian Restaurant in Collier Banquet Contract

We would like to thank you for booking your event with us. We strive to make it a wonderful experience!

Date of Event: _____

Name of Host: _____

Phone number of Host: _____

Number of Guests: _____

*Final guest count and menu is due 2 WEEKS prior to your event and you will be charged for the amount of people we are told to cook for regardless of how many people show up. THIS IS NOT AN ALL YOU CAN EAT BUFFET. We can not cook more food on the day of your function in the event that more people attend than the amount of people we were told would be attending. The final guest count and menu CAN NOT be changed after the 1 WEEK mark.

*A \$200 deposit is due in order to hold the space for your party. If you cancel your party and do not reschedule before 2 weeks of the event, we will refund the \$200 in the form of a gift card. If you cancel within 1 week of your event, you will not be refunded.

*The minimum amount of people to use the banquet room for a buffet is 25 people, the maximum amount is 70 people if you do not need a gift table. If you have between 25-49 people, you will receive A PORTION of the room. You are not given the entire room unless you have 50 people or more. The room will be partitioned off and the other side of the partition will be sat with other restaurant

guests. If you have less than the amount of people required to use the entire room but still want the entire room, you will be charged the difference with gratuity added to that price. A 20% gratuity is automatically added to your bill.

RULES FOR THE BANQUET ROOM

***DO NOT MOVE TABLES**

We would be happy to discuss how you would like the room to be set up. Please do not move tables around yourself. We also do not provide tablecloths.

***DO NOT PUT ANYTHING ON THE WALLS (Tape, 3M strips etc.)**

You are welcome to use our divider if you need to hang anything as long as you do not damage it.

***NO GLITTER OR CONFETTI PERMITTED IN THE ROOM. NOT EVEN INSIDE OF BALLOONS**

***NO OUTSIDE FOOD OR DRINK PERMITTED**

The only outside food permitted is dessert. We can cut and serve your cake for you if you prefer. If you would like us to tray your cookies, there is an additional cookie traying fee.

***DO NOT TAKE THE FLOWERS**

You welcome to use our flowers as your centerpieces, but they are not for you or your guests to take.

Failure to follow these rules or damage to the room or any equipment will result in loss of your deposit.

Guest Signature: _____ Date: _____

Manager Signature: _____ Date: _____