

## 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. This will always

happen on a Friday or Saturday night. Friday and Saturday evening events will need to purchase the entire room for no other restaurant patrons to be present. For Saturday and Sunday daytime parties that do not have 50 people and end up using the entire room in any way for any reason, a 25% gratuity will be added to your bill instead of 20%.

## **RULES FOR THE ROOM**

### **\*STRICT 3 HOUR TIME LIMIT FOR THE ROOM**

Because of parties before and after events, a strict 3 hour time limit is given. If more time is needed, it may be purchased for \$100/hour. We need to know ahead of time. You will be charged for ANY extra time in the room. If time permits because of already scheduled events, you will get 1 hour before the event to decorate which is not included in the 3 hour time limit. If that is not enough time, you may purchase more decorating time at \$100/hour if there is not a party already scheduled in the room for that time. We will need to know this ahead of time.

### **\*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 and need to know if you are bringing them ahead of time.

### **\*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 FLOWERS**

You are welcome to use our flowers as your centerpieces, but they are not 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: \_\_\_\_\_

Date deposit was received: \_\_\_\_\_

Manager Initials: \_\_\_\_\_

We want to thank you again for booking your event with us and we look forward to working with you!

Date of the Event: \_\_\_\_\_

Final Guest Count: \_\_\_\_\_

3 Hour Room Limit: Start time \_\_\_\_\_ End time \_\_\_\_\_ Extra hour \$100 \_\_\_\_\_

You are given an hour prior to the event to decorate. If that's not enough you can purchase an extra hour.

Food at \_\_\_\_\_

Menu Choices:

Appetizers: \_\_\_\_\_

Entrees:

Sides:

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Price Per Guest for Food: \_\_\_\_\_

Unlimited Coffee, Tea and Pop are an additional \$2.75 \_\_\_\_\_

Open Bar, Limited Bar or Cash Bar \_\_\_\_\_ (Please order drinks from your server. Do not go to the bar)

Dessert Table \_\_\_\_\_ Gift Table \_\_\_\_\_

Guest Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

