

Alfonso's Trattoria Banquet Room Terms & Conditions

General Information

- Room Deposits are **non-refundable**. The deposit will be deducted from your final bill.
- Our Banquet Room is available for three hours. One extra hour is available for an additional charge of **\$200**. Please advise us ahead of time if you would like to stay the extra hour. We kindly ask you to respect the three-hour time limit.
- A minimum **thirty-person adult** guarantee is required to reserve the Banquet Room.
- Please contact us two days prior to the event with the final guarantee (number of guests who will be attending). This number is necessary to calculate food preparation and room set up. It is also the minimum amount for which you will be charged. In addition, please contact us should there be any major increase or decrease in the number of guests which will be attending.
- This is a non-smoking building. Smoking is not allowed in the banquet room or in the rest rooms.
- Please do not open the exit door to fire escape.
- Leftover food **may not** be brought home. Any desserts/cake which you bring can be taken with you.
- Please refrain from bringing any outside food, snacks, candy, beverages, or alcohol to the restaurant.
- Entertainers/DJs will be charged as guests if they eat.
- Occasion cakes/cupcakes may be brought in with manager approval. If approved a \$2 per person plating/serving fee will apply.

Payment Options **Final payment is due the day of event.**

- Alfonso's accepts the following credit cards for payment; American Express, Visa, Mastercard & Discover. Please note that a **3% credit card surcharge** will be applied for all credit card transactions. This includes deposits paid by credit card. The surcharge does not apply to Debit Cards.
- Cash payments are accepted.
- We do not accept personal checks.

Decorations

THE FOLLOWING DECORATIONS ARE NOT PERMITTED*

- Confetti or candles on tables, piñatas, or wall decorations*
- Please do not tape any decorations to the walls.
- Please remove and take with you any decorations which you may bring.

DJ/Entertainment* **If you plan to hire a DJ the following rules will apply.**

***WE ARE TEMPORARILY NOT ALLOWING DJs UNTIL FURTHER NOTICE**

- No smoke machines allowed (they will set off our fire alarms)
- DJ will be responsible for setting up and taking down of equipment (elevator is available to assist)
- Volume of music must not be excessively loud as it can disturb our restaurant customers

Kids Party Rules **The safety of your guests is our primary concern.**

- No excessive physical play allowed, running, jumping, tag, etc.
- Children must always be under parental control and supervision.
- Any damage caused to the walls, carpet, etc. will be the responsibility of the customer to replace/repair.
- We do not allow smash cakes.

Your cooperation in adhering to the above is much appreciated. We look forward to serving you soon!

January 2025