

TRATTORIA GRAPPOLO

Private Dining Contract

Please complete and then FAX (805) 693-1634 or email to: info@trattoriagrappolo.com

Party's Name : _____

Menu Selection: _____

Dessert Selection: _____

Number of Guests (48 person maximum): _____

Day and Date of Proposed Event: _____

Time of Event: _____

Passed Hors d'Oeuvres (\$8/person) - Please circle answer: YES NO

Name of Event Contact: _____

Company Name, if Corporate Event: _____

Address: _____

Contact Phone Number(s): _____

Mobile Number of at Least 1 Attendee: _____

E-Mail Address: _____

FAX Number: _____

Additional Requests / Notes: _____

Trattoria Grappolo Special Events Policy:

- In order to accommodate you with our best service, the number of guaranteed attendees to your event is required no later than four (4) calendar days before your reservation.
- A deposit of two-hundred and fifty dollars (**\$250.00**) is required to book your reservation. Cancellations made within seventy-two (72) hours of reservation day will be subject to forfeiture of said deposit.
- We are happy to accommodate requests for all vegetarian meals (and any other dietary needs). Please notify Event Manager prior to event.
- Outside wine will be charged a **\$16.00** per bottle corkage fee.
- Decorative items such as floral arrangements, place-cards, etc. and audio-visual set-ups may be delivered during our operating hours only: Tuesday thru Sunday **11:30AM to 2:00PM** or Nightly from **5PM to 10PM**. Please, no confetti.
- Your table(s) will be guaranteed set and ready at least three (3) hours before the start time of your event.
- Parties of approximately 30 or more guests will have the main room in the wine cellar exclusively to themselves. If you have less than 30 guests and would like exclusive use of the main room in the wine cellar, there is a room fee of five-hundred dollars (**\$500**). 50 percent is non-refundable upon cancellation.

Credit Card Information (required to reserve event) –

Please circle card type: Visa MasterCard American Express

Credit Card Number: _____ Expiration Date: _____

Deposit Amount: **\$250.00**

Authorized Signature: _____ Date: _____

I (Printed Name) _____ herein authorize TRATTORIA GRAPPOLO to charge my credit card a reservation deposit of two-hundred and fifty U.S. Dollars (**\$250.00**) and I agree in full to the terms of indicated in this event contract.

OWNER: DANIELE SERRA  **EVENT MANAGER: ELISA ARRIAGA**
P.O. BOX 308, SANTA YNEZ, CA 93460  **(805) 688-6899**  **WWW.TRATTORIAGRAPPOLO.COM**