

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 (\$15/person) - Please circle answer: YES NO

Name of Event Contact: _____

Company Name, if Corporate Event: _____

Address: _____

Contact Phone Number(s): _____

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. This confirmed guest count will be the amount of persons for which you will be charged the night of your event.
- A credit card hold is required to secure your reservation. We require seven (7) days cancellation notice prior to your private event; otherwise, you will be charged a \$250.00 cancellation fee.
- We are happy to accommodate dietary requests. 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.

Credit Card Information (required to reserve event) –

Please circle card type: Visa MasterCard American Express

Credit Card Number: _____ Expiration Date: _____

Authorized Signature: _____ Date: _____