

Pasquini's Event Guidelines & Contract



With an emphasis on quality and focus on acclaimed service, we have created these guidelines to assist in making your event *spectacular*.

Upon Booking

Your room, food and staffing will be reserved in accordance with the anticipated requirements of your function. For this reason, the date, arrival and departure times, and approximate number of guests must be committed by way of this contract.

Room Fee / Deposits

To ensure your exclusive rights to the event date a \$150.00 non-refundable room fee/deposit is required at the time of booking. All room fee/deposit payments are non-refundable. Cash, check or credit cards accepted.

Decorations & Clean Up

Personal decorations may be placed in the chosen event space in advance. Please check with staff for room availability before bringing in décor. Please use non-invasive adhesives such as 3M products or painter's tape to stick items to walls. Please do not use ANY adhesives on the ceiling or artwork. Artwork **may not be removed from the walls**. ALL decorations (including tape, ribbons, etc) must be taken down at the end of your event or a cleaning fee of \$100.00 will be charged.

Beverages

Please see our menu for a complete list of selections and possibilities. A \$15.00 corkage fee will apply to wine and champagne provided by the guest. Due to the terms of our liquor license, Pasquini's cannot allow guests to bring in beer or liquor.

Tax & Service Charges

7.25% Sutter County sales tax will be added to all applicable items. In addition, an 18% Gratuity Charge will automatically be added to all food and beverage items.

Cancellation Policy

For our protection, all deposits are non-refundable. If a cancellation is made in advance of **seven (7) business days** prior to the event date, the deposit can be applied toward a future function at Pasquini's.

Menu Selections

Please see our menu for a complete list of selections and possibilities. In addition, our Chef will work with you to create a custom menu if desired. We request final menu selections **two (2) weeks** prior to the event date.

Final Guest Count

A final guest count is due **five (5) business days** prior to the event. If no count is received, then the client will be charged for the number of guests listed on this contract. If the guaranteed count is exceeded at the time of the event the client is responsible for any additional charges.

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TERMS OF AGREEMENT:

_____ (company/individual name) has reserved the upstairs dining room / downstairs dining room (circle one) on _____ (date) at _____AM/PM (time).

Menu items to be served (starters/entrees/dessert):

An event menu is required YES NO If yes, personal message: _____

Guest count is _____. The price per guest is __\$_____ for the food and service listed above, not to include the room fee of __\$_____, tax (7.25%) and gratuity (18%). Soda, coffee and tea are included in the per person price.

Event contact: _____ (name/phone).

Pasquini's contact: Angelo Micheli (owner), (530) 695-3384 work, (530) 218-5515 text

Both parties agree upon the terms of these guidelines and Pasquini's will govern all disputes under this agreement and determine all rights hereunder. The parties have executed this agreement in Live Oak, California on _____ (date of the agreement).

Signature - Pasquini's Manager Date

Signature - Company / Individual Date