

TRATTORIA TIMONE

R I S T O R A N T E I T A L I A N O

Large Party Booking Contract

Client Name: _____

Date: _____

This agreement confirms that (Name:) _____

will be hosting a large function at Trattoria Timone Ristorante on:

• Event Date: _____

• Start Time: _____

• End Time: _____

Total Number of Guests: _____

Adults: _____ Children (12 & under): _____

Deposit Requirements

A signed contract and deposit are required to reserve your date:

- \$250 for groups of 16–24 guests
- \$500 for groups of 25–74 guests
- \$1,000 for groups of 75-159 guests
- \$5,000 for 160 up to 240. Conditions apply and this option is not available on high volume days, including holidays, high season and weekends.

Payment Information:

Credit Card #: _____/_____/_____/_____

Expiry Date: _____ CVC: _____

Full Name on Card: _____

Signature (authorization to charge card): _____

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Timing and Duration

- Early seatings have a maximum duration of 3 hours, unless otherwise approved.
- For early events starting at 12:00pm, all décor must be cleared and payment settled by 3:00pm.
- Parties of 30 or more booked between 3:00pm and 6:00pm: 3-hour limit.
- Parties under 30 in the same time frame: 2.5-hour limit.
- Parties of 25 or more booked after 6:30pm must end by 11:00pm.

The client agrees to adhere strictly to the scheduled timeline.

Weekend Service & Private Event Conditions

To open Saturday Lunch (12:00pm–3:00pm)

- Requires 40 adults minimum to open the restaurant before our opening time which is 4pm
- Minimum spend: \$70/person (pre-tax, excludes alcohol & 20% gratuity)
- Shortfalls in guest count still require payment for 40 guests.

To open Sunday Lunch (12:00pm–3:00pm)

- Same conditions as Saturday lunch apply.

Delays in guest arrival will not extend the event time.

Seating, Room Access, and Setup

- The large party room seats a maximum of 60 and can be divided with privacy curtains to accommodate two smaller groups as follows:
 - Back half (with AV): 22–26 guests
 - Front half (no AV): 30–34 guests

Room Buyouts (Tues–Thurs):

- Dinner: \$1,800 room fee + \$70/person (30–40 guests; excludes alcohol, tax, 20% gratuity)
- Lunch: \$1,200 room fee + \$70/person (30–40 guests; same exclusions)

Weekend (Fri–Sun) Evenings:

- No buyouts:
 - 50+ guests automatically qualify for exclusivity
 - \$70/person minimum spend (excludes alcohol, tax, 20% gratuity)

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Seating, Room Access, and Setup Continued....

Peak season (Oct 15–Jan 15) and select holidays:

- No buyouts:
 - 50+ guests automatically qualify for exclusivity
 - \$70/person minimum spend (excludes alcohol, tax, 20% gratuity)
- If guest count drops below 40, the room may be opened to other diners.

Main Dining Room:

- No exclusive buyouts; it is open concept only.

Table Arrangements & Décor Fees

- Seating plans are encouraged; if not provided, the restaurant will set up tables with safety and service in mind.
- Specific layouts may not be guaranteed due to accessibility and safety.
- Décor/setup fees: \$100–\$500 may apply for:
 - Placing décor
 - Setting seating charts/place cards
 - Cake/dessert table setup
 - Moving furniture or heavy items

Guest Count & Cancellation Policy

- Final guest count due 72 hours prior to event.
- Charges will reflect confirmed guest count or minimum required for private room.
- No-shows are billed as confirmed.

Cancellation:

- Full refund of deposit if cancelled 7+ days prior to the event
- Less than 7 days: deposit forfeited
- Additional fees may apply for late cancellations during peak times or weekends

Food, Beverage, and Outside Cake Policy

- **All food & beverage must be provided by Trattoria Timone**
- Outside cakes: \$4/person service fee (storage, plating, serving, cleanup)
- Fee waived if you opt for your own cake in place of included desserts in a preset menu

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Conduct, Safety & Responsibility

- Aggressive behavior (e.g., yelling, swearing) will result in removal from premises.
- Harassment of staff or guests is not tolerated.
- Children must remain seated and supervised at all times
- The restaurant may intervene if children are disruptive or unsafe
- Client is responsible for any damages, missing equipment, or AV items
- Alcohol service will be denied to intoxicated or underage guests
- Vulgar or excessively loud behavior may lead to warnings or ejection

Billing, Gratuity & Final Settlement

- A 20% gratuity applies to all food and beverage
- No separate cheques for groups over 15
- Remaining balance is due immediately after event
- Billing disputes must be made within 24 hours and supported with documentation

Liability Disclaimer

Trattoria Timone is not liable for cancellations due to events beyond its control (fire, national emergency, acts of God, etc.)

By signing below, the client acknowledges and agrees to all terms and policies outlined in this agreement.

Client Signature: _____

Printed Name: _____

Date: _____ Manager Signature _____