

# TRATTORIA TIMONE

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

## Large Party Booking Contract

Customer Name: \_\_\_\_\_ Date: \_\_\_\_\_

- This is a contractual agreement for \_\_\_\_\_ (Name) to hold a large function at Trattoria Timone Ristorante on:
- Date (filled out by Restaurant) \_\_\_\_\_
- Start Time (filled out by Restaurant) \_\_\_\_\_.
- End Time (filled out by Restaurant) \_\_\_\_\_.
- For a party size of \_\_\_\_\_ People.
- Adults \_\_\_\_\_ Children 12 and under \_\_\_\_\_
- A deposit must be received along with a signed contract to reserve the desired date.
- A deposit of \$250.00 is required for parties of 16 to 24 people.
- A deposit of \$500.00 is required for parties of 25 to 74 people.
- A deposit of \$1000.00 is required for parties of 75 people or more.

• DEPOSIT PAYMENT:

Credit Card# \_\_\_\_\_

Expiry Date \_\_\_\_\_ CVC \_\_\_\_\_

Full Name on Card \_\_\_\_\_

Signature authorizing us to charge your card: \_\_\_\_\_.

- **Please read the full details of this contract before signing.**
- All groups' booking in early seating's have a time restriction of **3 hours maximum**, unless a time extension is approved by the restaurant. If your event begins at 12:00pm, you must have all décor cleared by 3:00pm and payment settled by 3:00pm. The same applies for early bookings in our dinner service. All large parties of 30 or more people booking in any of the time frames from 3:00pm up to 5:00pm are on strict 3-hour time restrictions. If your party is under 30 people, the time frame is 2.5 hours.
- **The client agrees to adhere to the timeline of the event.**

AS INDICATED ABOVE

- **Our regular service on Saturday runs from 4:00pm to 9:00pm. We will open for lunch for private events as early as 12:00pm until 3:00pm max for a minimum adult guest count of 40 people at a minimum expenditure of \$60.00/person. If your group reduces in size, you agree to pay the minimum of 40 adults without argument.**
- **Our regular service times on Sunday runs from 4:00pm to 9:00pm. We will open for lunch for private events as early as 11:30 am until 3:00pm max for a minimum adult guest count of 40 people at a minimum expenditure of \$60.00/person. If your group reduces in size, you agree to pay the minimum of 40 adults without argument.**
- **For all early seating's, the client agrees to begin and end the scheduled event at designated times.** If the client or guests of the client are late in arriving or sitting down, client understands that this may affect the timeliness and flow of service. **Extensions on time limits will not be granted if guests of client arrive later than the agreed start time of your event.**
- **We cannot guarantee seating times for later reservations on Friday's, Saturday's, Sunday's, and all week during the high season. While we will do our very best to seat you and your group at your requested time, many variables that our not within our control may apply and therefore it is not unusual to have a waiting time when you arrive.**
- Trattoria Timone is NOT required to be set up or be ready for the event more than 10 minutes before the designated starting time for large events arriving on weekends in our later seating.
- Our large party room has a seating capacity of 60 max. The room can be divided with privacy curtains to book two smaller parties.
- To secure the back half of the large party room, minimum guest count required is 22 to maximum 26 people, with full access to AV equipment.

- To secure the front half of the large party room with no access to the AV equipment the minimum guest count required is 30 to a maximum of 34 people
- From Tuesday to Thursday Dinner service, a room fee of \$1,500.00 is required to have exclusive use of our private dining room for parties of 40 people or less to a minimum of 30 people, plus a minimum expenditure of \$60.00/person not including Alcohol, 20% Gratuity and 13% Taxes, with a maximum event time limit of 3 hours.
- From Tuesday to Thursday Lunch service, a room fee of \$1,000.00 is required to have exclusive use of our private dining room for parties of 40 people or less to a minimum of 30, plus a minimum expenditure of \$60.00/person not including Alcohol, 20% Gratuity and 13% Taxes, with a maximum event time limit of 3 hours.
- Friday, Saturday and Sunday evenings, the room is not available for buyouts, however if your party meets the required minimum of 50 people and you pay the minimum expenditure of \$60.00/person not including Alcohol, 20% Gratuity and 13% taxes you can have exclusive use of the room, with a maximum event time limit of 3 hours.
- If your party size is 50 to 55 people, exclusive use of the large party room is automatic, and you agree to pay the minimum expenditure of \$60/person for dinner or lunch not including Alcohol, 20% Gratuity and 13% taxes.
- **If you have reserved the private room and your guest count falls below the minimum as described above, we cannot guarantee the exclusive use of the private dining room unless you agree to pay the room fee also as described above. It may be opened for other diners should service needs require us to do so.**
- **Exclusive buyout of our private dining room is NOT available during our peak season, which begins October 15<sup>th</sup> to January 15<sup>th</sup> and specific holidays, including New Year's Eve, Valentine's Day, Mother's Day, and Father's Day. If your group shrinks below 40 guests, the room will be opened to seat other diners unless otherwise negotiated with your event planner and details of this negotiation including any extra fees agreed upon for exclusive use of the private dining room are in writing through email or on this contract.**
- The Main dining room is **NOT** available for exclusive buyouts. You may reserve large functions in the main area, but there are no options for privacy as it is an open concept dining room.
- Seating plans are suggested for large parties. If you do not communicate how, you would like your tables to be set, we will set up the best way possible to provide safe access for all patrons and employees of Trattoria Timone.

- In some instances, we cannot guarantee a specific table set up. These instances can be safety reasons, space, wheelchair accessibility, and general accessibility for service, and comfort. We will try our best to achieve the set up you desire.
- A fee of \$100.00 up to \$500.00 is applicable for complicated group set ups, which require us to do your decorating, any placement of seating charts and table cards, set up of cake and dessert tables, heavy lifting, and re arranging of our dining room chairs, and moving of tables.
- A guarantee of your final number is required 24 hours before the date of your event. If no attempts have been made to contact us and confirm your actual number, you will be charged for the number of people originally booked or minimum required for exclusive use of our private dining room.
- **It is our policy to charge for the number of guests you confirm as stated above. If you confirm 40 guests and 35 show up, we will charge for 40 as this is the number we prepared and staffed for.**
- Cancellation policy: The client has up to 7 days prior to the event to cancel and receive a full refund of the deposit. Trattoria Timone reserves the right to retain full deposit plus other costs incurred if client cancels less than 7 days before the event.
- On Friday and Saturday evenings and during peak periods Trattoria Timone may charge an extra fee for late cancellation as well as withhold deposit for any cancellations after the 7 day grace period noted above.
- All food and beverage are provided by Trattoria Timone. The client will be charged \$4.00/guest in the event a cake is brought into the restaurant. This charge will cover the expenses of storing, plating, serving, and clean up.
- If you have selected one of our preset menus and would rather have your cake instead of our desserts, the cutting fee will not apply, and we would treat the removal of our desserts in lieu of your cake as an even trade at no extra charge.
- **The client is financially responsible for any damages or losses to the restaurant caused by the client and his/her guests at the event.**
- **We reserve the right to withhold entire deposit or portion of your deposit for any damages or missing equipment such as cables, microphones, and any AV related equipment.**

- Children are **NOT** permitted to run throughout the restaurant! Parents must keep a watchful eye on their children, as Trattoria Timone staff are working with hot plates, knives, glasses all of which could cause harm should an accident take place. As well as safety, it is understood that other diners are treated with respect and don't have children running around and disrupting their right to enjoy a peaceful dining experience at Trattoria Timone. **Our staff has the right to ask any children running throughout the restaurant and causing disturbances to other clients of the restaurant without any complaint or harassment from you or your guests to stop running or screaming and to stay within their reserved area.**
- The client agrees to conduct the event in an orderly manner and **comply with all drinking laws including underage drinking!**
- Trattoria Timone reserves the right to stop serving any guests who appear to be impaired or is acting in a disorderly fashion because of alcohol consumption.
- Trattoria Timone reserves the right to ask you or your guests to lower voices should your group become too loud and is disrupting or offending other guests of Trattoria Timone.
- It is understood that vulgar and foul language is offensive and at times inappropriate. Please consider this and be mindful of other diners who may not appreciate this type of conversation.
- It is also understood that harassment or verbal abuse towards our staff or any guests of the restaurant is not tolerated and will result in having any individuals who are being offensive or rude removed from the premises.
- It is the client's responsibility to ensure all his/her guests are safe and have a way home should they consume alcohol and become intoxicated. We are happy to call taxis for your guests on your behalf.
- The client agrees to pay a 20% gratuity charge on all food and beverage.
- **We cannot accommodate separate cheques on groups larger than 15 guests.**
- The client agrees to pay the remaining balance after deposit immediately following the event, no extended terms or conditions will be entertained.
- **We will not entertain any disputes to your bill after 24 hours from the completion of your event. Any disputes must be supported with physical proof or documentation.**

- If this contract is breached in any way by the client, Trattoria Timone reserves the right to cancel the event without any liability and withhold any deposits.
- In the event of tragic unforeseen circumstances, (Fire, National Emergencies, Acts of God) neither party is held liable.

***The client understands all the above terms, conditions and policies stated above.***

*Client Signature*

*Printed Name*

\_\_\_\_\_

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Manager Signature*

\_\_\_\_\_ *Date* \_\_\_\_\_

*Please email the completed form to your assigned event planner. If one has not been assigned to you yet, please email form to [events@trattoriatimone.ca](mailto:events@trattoriatimone.ca)*

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