

TRASTEVERE

1360 Third Street Promenade Santa Monica
Tel: (310) 319-1985 Fax: (310) 319-9195

PRIVATE PARTY AGREEMENT

Name: _____ Company: _____

Address: _____ City: _____ ZIP: _____

Phone number: (____) _____ FAX number: (____) _____

Credit Card Type: _____ Number: _____ Exp: _____

I would like to book a party at Trastevere Santa Monica for _____ people
(exact number of people attending the party need to be confirmed 48 hours before the event)
f
or the month _____, day _____, year _____ at _____

I will choose the set menu number: _____ and you will charge \$ _____ per person (tax and 20 % tips excluded)

Special instructions: _____

Pending availability, I understand that this fully completed agreement is required for the reservation.

I understand that the menu price will be charged based upon the number of people stated above. Should we not cancel the reservation 48 hours (72 hours on Friday, Saturday or Sunday) in advance or should our party not show, you reserve the right to charge my credit card 50% of the number of people multiplied by the menu price. For parties of 40 or more, the cancellation period is 5 days in advance for a full refund.

I understand that in case of additional people, you will recalculate the total amount based upon the actual number of persons attending the event.

I understand that mineral water, soda, and alcoholic beverages, along with specialty coffee beverages (cappuccino, espresso, latte, etc.) are an additional charge and are not included in the menu price.

Total occupancy of the Private Room is 35-45 seats with large tables and 60-70 people with smaller tables.

I understand that if the number people attending the event is less than the seats mentioned above, I do not expect to have exclusive use of that area. If exclusive use of a dining area is required, an additional charge of \$ 150 will apply.

I understand that the corkage fee for wine brought into the restaurant is \$15.00 a bottle.

Guest signature _____

Date _____

Approved by : _____/Banquet Manager

Date _____