



BANQUET EVENT AGREEMENT

Name/Company:		Event Date:	
Menu Package #:		Today's Date:	
Type of Event:		Guest Count:	
Contact Phone:		Start Time:	
Contact Person:		Email:	

Deposit: Fina Restaurant requires a credit card number as deposit to secure your booking. Without a credit card number and a signed Special Event Agreement, your booking is considered tentative.

Payment: Payment is due in full at the conclusion of your event. We accept company checks, cash and all major credit cards.

Cancelation Policy: If you cancel within the 14-day mark you will be held responsible for the food & beverage minimum.

Room Minimums: We have two special event rooms and a patio area. We allow a one-hour grace period before your event for decorating or additional set up. For special time accommodations, please speak with your coordinator.

Almond & Walnut Room Minimums: (Up to 30 guests):

Tuesday through Thursday & Sunday evening bookings - \$1,500 food and beverage minimum.

Friday or Saturday bookings \$2,000 food and beverage minimum.

Patio (Up to 40 guests):

Tuesday through Thursday & Sunday evening bookings - \$1,500 food and beverage minimum.

Friday or Saturday bookings \$2,000 food and beverage minimum.

Main Dining Area: (Carpeted area up to 80 guests)

Tuesday through Thursday & Sunday evening bookings - \$5,500 food and beverage minimum.

Friday or Saturday bookings \$7,000 food and beverage minimum.

Tables in front of Kitchen & Bar Area: (Up to 40 guests)

Tuesday through Thursday & Sunday evening bookings - \$2,000 food and beverage minimum.

Friday or Saturday bookings \$3,000 food and beverage minimum.

Full Buy-out

Tuesday through Thursday & Sunday evening bookings - \$12,000 food and beverage minimum.

Friday or Saturday bookings \$15,000 food and beverage minimum.

Non-Business Hours Booking: Custom package negotiable.

Your Food & Beverage Minimum is pre-tax and service charge. We also offer a buyout, which the entire restaurant can be reserved. Please ask about minimum. Any unmet minimum is charged as a room fee.

Corkage and Dessert Fee: A corkage fee of \$20 per 750ml bottle will be applied to any bottle not purchased at Fina Restaurant. **Corkage will be \$40 per 750ml bottle for wine listed on our wine list.** Please ask for our wine list to ensure we do not carry the wine you are bringing in.

A \$2 per person will be applied for any dessert brought in that Fina is not providing.

Service Charge & Sales Tax: Fina Restaurant service charge is 25% of the sub-total of your bill. 20% is applied to service and 5% for coordinating and booking the private event. Applicable sales tax will also be added to your sub-total.

Policy: All menu selections and guest count must be finalized one week prior to the scheduled event. Additional fees may apply. Please notify the coordinator as soon as possible for setup purposes. The named contract holder will be financially responsible for any damages to Fina property that may occur during your event. *Please provide the credit card information that will hold your reservation:*

Name of Cardholder: _____

Credit Card: VISA / MC / AMEX / DISCOVER

CC Number: _____ EXP: _____

Deposit amount: **CREDIT CARD SERVES AS DEPOSIT. ONLY CHARGED IF NO SHOW OR DO NOT CANCEL WITHIN POLICY.**

Card Holder Signature: _____ Date _____

Upon conclusion of event, the final bill is to be charged to the credit card above.

Upon conclusion of event, the final bill will receive a different form of payment.

Deeanna Lahman
Events coordinator/Service Manager
Fina Restaurant
200 West River Road Ripon, Ca 95366

On receipt of this fully signed contract & deposit guarantee, the reservation will be confirmed. The above is an agreement between the signer and Fina Restaurant. The agreement will be in effect upon receipt of the signed agreement and deposit information.

Please circle any additional services you would like us to offer your guests:

Non-Alcoholic Beverages: Bottled Water Coffee Soda/Iced Tea \$4.00 each with free refills

Hosted Bar: Beer Cocktails Wine

*See Corkage policy on first page

Equipment: Screen with HDMI/ hookup \$50.00

Linen Rental

PLEASE NOTE: linen orders need to be made 2 weeks prior to the event

Color:

Tablecloths \$12 (depending on style/color):

Napkins \$.75 each (depending on color):

Cake Table

Gift Table

Wine Table

Check-in Table

Extra Table