



1020 Railroad Ave. San Luis Obispo California 93401
Tel. (805) 541-6800 Fax. (805) 786-2522

Event Confirmation & Credit Card Authorization Form

The credit card information is confidential and required to confirm your event. It will only be kept by Café Roma's accounting department. Please complete and fax back to (805) 786-2522.

Event Name: _____ Organization: _____

Contact: _____ Phone: _____

Email: _____

Mailing Address: _____

Onsite Contact/Host: _____ Cell: _____

Function Date: _____ Function Time: _____ Est. Number of Guests: _____

FUNCTION TYPE

Lunch _____ Dinner _____ Appetizer/Cocktail Reception _____ Meal with Presentation _____

PRIVATE EVENT SPACE REQUESTING & REQUIREMENT

Deruta Banquet Room (\$1,500 Food & Beverage Minimum Spending Requirement) _____

Garden Patio (\$1,000 Food & Beverage Minimum Spending Requirement) _____

AUDIO VISUAL NEEDS

Screen \$30 _____ Projector \$80 _____ Wireless Handheld Mic \$50 _____ Podium \$25 _____ Not sure yet _____

SET UP

Registration Table _____ Meal Cards Needed _____ Rounds of 8 _____

Crescent Rounds (5-6 per table on one side for presentation) _____

30" Pedestal Cocktail Tables \$25 each _____ How many? _____

Square Shape (maximum 20) \$100 set-up fee _____

Trade-Show Set-Up (mostly 6-foot tables with few chairs and round tables) \$100 set-up fee _____

FOOD & BEVERAGE MINIMUM & ROOM RENTAL: Private use of any Café Roma event space, including the Deruta room, La Sala, and Garden Patio, requires a food and beverage (F&B) minimum spending noted above. Any unmet minimum will be charged as room rental. Any room fee is waived if the F&B minimum has been met. If the minimum is not met, the room fee will be the difference between pre-tax and service actual event charges and the F&B minimum.

ADDITIONAL COSTS: A taxable 20% service charge and 7.75% sales tax is added to all events.

PRIVATE ROOM USE: When you plan your event time, keep in mind that event reservations are allowed 2 hours for lunch events and receptions. There is a \$75 per hour charge thereafter. Dinner events are allowed use of the space for 3 hours. There is a \$100 per hour charge thereafter.

EVENT START TIME: Event times must be within Café Roma's normal business hours, unless prior approval is given. Events start time requests before business hours (11:30 a.m. for Monday thru Friday lunch events, or 5 p.m. for dinner events, and 5 p.m. for all Saturday events) will be assessed \$100 per hour until opening time. Host access for any set up, AV checks, or decorating is allowed 1-hour prior.

MENU: Menu selections are due 10 days prior to the event date.

GUARANTEE: Your final guest count (the guarantee) is the minimum you will be charged for following your event. The guarantee is due 72 hours prior to your event. For Monday events, the guarantee is due the Friday prior. This is the number of guests the chef will order and prepare for.

DEPOSIT & FINAL PAYMENT: A \$200 deposit is required to confirm your event. Payment may be made in the form of cash, checks, or credit card. The remainder will be due at the end of your event.

CREDIT CARD INFORMATION:

Name as it appears on the Card: _____

Billing Address: _____

Phone Number: _____

Card Type (choose one): VISA MasterCard Discover American Express

Credit Card Number: _____

Expiration Date: _____ (month/year) Verification Code: _____ (last 3 digits on signature panel) or for Amex--four digits on the front of the card.

I hereby authorize Café Roma Restaurant to charge my credit card for the \$200 deposit (refundable in the case of a cancellation up until 72 hours prior to the event). I further authorize Café Roma to charge for the total bill due at the completion of the event if no other payment is provided.

Signature of Card Holder: _____ Date: _____