



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

Event Confirmation & Credit Card Authorization Form

The credit card information is confidential and required to confirm your event. It will only be kept by Cafe 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

Dinner Appetizer/Cocktail Reception Meal with Presentation

PRIVATE EVENT SPACE REQUESTED

Garden Patio Rental: \$2000 room rental (March through September Months) \$750 off season. *

Deruta Banquet Room Rental: Weekday event: \$1000.00, Friday and Saturday event: \$2500.00 room rental. *

*(Food and beverage minimum for all spaces \$1500.00)

AUDIO VISUAL NEEDS

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

SET UP

Registration Table Meal Cards Needed Round Tables (8 max per table)

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

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

Square Shaped (maximum 20 people) \$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, and Garden Patio, requires a room rental fee and a food and beverage (F&B) (minimum spending noted above).

ADDITIONAL COSTS: A taxable 20% service charge and 8.75% sales tax is added to all events.

PRIVATE ROOM USE: 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 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 \$250 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 \$250 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: _____