

Village Pizza Private Party Room/Patio Contract

I agree to the following:

Date of Event: _____ Day of Event: _____

Number of Guests: _____ Final Guest Count: _____

Patio: _____ Back room: _____

Arrival Time: _____ Serve Time: _____ Set-up Time: _____ Departure Time: _____

*The room charge is: _____

Buffet _____ Limited Menu _____

Buffet price is \$10.50 for adults, \$6.00 ages 11-12, \$5.00 ages 4-10, \$0 ages 3 and under. Fountain Drinks \$1.50 per person. An 18% gratuity may be added to the final total.

**Room charge is not final until guaranteed guest count is finalized. A fee will be charged for a guest count less than 65 people at the rate of $[70 - (\text{actual guest count}) \times \$3 \times \text{hours}]$*

Menu Selection is due: _____ Guaranteed guest count is due: _____

I understand that in order for Village Pizza to reserve the room I must pay the \$100 Room Deposit Fee within 14 days of reserving the patio/backroom. If need be, I may cancel my reservation ten days prior to the date of the event for a full refund of my deposit. All cancellations must go through a manager on staff. If I cancel my reservation less than 10 days prior to date of the event, the \$100 deposit will not be refunded. The above information is correct, and I have read, and understood the terms and conditions regarding Village Pizza's deposit policy.

Person Booking Event (Please Print): _____

Phone: _____

Host for the event will be: _____

Reservation listed as: _____ Occasion: _____

Email Address: _____

Do you need television/music/dvd? (Please Specify): _____

What type of drinks are you offering? (Please Check)

____ Open Bar: Anything the guests request. Single drinks ordered from the bar, or from the server on hand. (All guests must have a valid ID)

____ Limited Open Bar: The host is limiting the bar (Examples: 2 Drink vouchers per person, or up to a certain monetary amount that will be tabbed as guests order drinks)

____ Cash Bar: The guests pay for their own drinks.

**Village Pizza limits alcohol consumption to no more than 3 drinks per person total

Please review the following:

Room Minimums

The room charge is for setup, cleanup, and exclusivity of space. An 18% gratuity will be added to bill at the end of your event. Room charges vary depending on number of guests at the rate of [70-(actual number of guests) x \$a x (number of hours)]. Room charges depend on day, time, and exclusivity of space. Actual room charges will be calculated by a Village Pizza manager. If room or patio is being shared with guests outside of the party there will be no room charge. If the guest count is 70 or more guests there will be no room charge.

Decorations, Room Set-up and Outside Food

Decorations are welcome; however nothing can be taped, pinned or hung on the walls beyond using existing nails. NO CONFETTI or GLITTER. A \$50 cleaning fee will be charged if any damage is done to walls or paint, or if any confetti or glitter is brought in. No outside food can be brought in without management's prior approval. Any special accommodations in terms of set-up of tables must be relayed to staff prior to the event.

TV/Music/Slideshow/Etc.

If you will be showing photos/videos and require use of our televisions, you must bring your own DVD player/laptop and all of the necessary cords. We do have a PA system that is available for use for \$15. There are no TV's on the patio.

If you will be bringing your own music (DJ, or private speakers) you must adhere to Village Pizza policy, and Village of Corrales sound ordinances. Music must be at a reasonable volume, must be approved by the manager, and can be changed at the discretion of management. No music past 9pm. Please, no explicit lyrics.

Inclimate Weather

If you have reserved the patio space, and there is bad weather, we may be able to accommodate you indoors, however, we cannot guarantee the entire backroom space, but we will do our best to make things work.

Menu Guidelines

A menu must be chosen up to three days prior to the event date. The full Buffet is offered only to parties of 40 or more. The full menu is always available. Buffet prices will vary depending on day, time, and age, and includes All You Can Eat pizza, salad, breadsticks, cinnamon sticks, and soup for all of your guests.

Parking

Parking will be first come first serve in our dirt parking lot. Additional parking is available in the small dirt lot just north of our building, and also in the bank parking lot, which is northwest of our building. Those who park at the bank must cross the street. Please do not park in the area just west of our building.

Cancellation Policy

If need be, you may cancel your event 10 days prior to the date with a full refund of your \$100 deposit. If you cancel your contract less than 10 days prior to your event, you will not have your deposit refunded.

Payment

Payment is due at the conclusion of your event. An 18% gratuity will be added to most parties. Your \$100 deposit will go towards the final cost of your event.

I have reviewed the above and agree to the guidelines Village Pizza has set forth.

Signature: _____ Date: _____