



RESERVATION AGREEMENT

I. DEPOSIT

- A signed reservation agreement as well as a \$50.00 non-refundable deposit is required to hold the reservation. Tables will be held for a maximum of 60 minutes without risk of losing the reservation.
- Your deposit will be applied to your final bill unless forfeited for damages or excessive cleaning.

II. RESTRICTIONS

- Minimum guest count of 20 adults is required to reserve private dining room. Regardless of your actual number of guests, you will be billed for a minimum of 20 adult dinner entrees.
- Tuesday and Wednesday specials do not apply in the private dining room.
- Menu must be arranged ahead of time. It is your responsibility to inform your guests as to the menu format and its limitations. You may order off our dessert menu or bring in your own dessert; however, there will be a \$20 fee if bringing your own.
- No decorations may be taped, tacked or affixed to the walls, furniture or fixtures. No form of confetti may be used to decorate or you will forfeit your deposit. **If any of the previous conditions are found you will forfeit your deposit and it will be applied as a cleaning fee.**

Please inform anyone who may be helping you with the decorations.

- Reservation of the private dining room is limited to 3 hours from the reservation time. Please make arrangements at the time of reservation if your party will go beyond 3 hours
- The private dining room is on our lower level so all guests must be able to walk up and down stairs.
- To conform with state restrictions, tables and chairs may not be moved.
- Please inform your guests that masks must be worn while they are walking through the restaurant.

III. PAYMENT

- Arrangement of cash or credit card payment must be made prior to event. We do not accept checks.
- A 20% gratuity will be added to all checks. If your party is 30 minutes late or more, gratuity shall be 25%.
- Final guest count is due at least **3** days prior to the event. This will serve as the guaranteed minimum for which your group will be charged. **Should there be no confirmation 4 days prior to the event; the estimated count automatically becomes the guaranteed minimum number.**

Acceptance of Terms and Agreements:

I agree to the above terms and understand that if I cancel my reservation I will forfeit my deposit money.

NAME: _____ DAY _____ DATE _____

TIME: _____ EAT TIME: _____ CONTACT#: _____

ESTIMATED # OF GUESTS _____ CONFIRMED NUMBER _____
Date _____

YOU MUST CALL AT LEAST 4 DAYS PRIOR TO CONFIRM YOUR NUMBER OR YOUR ESTIMATED NUMBER WILL BE THE MINIMUM NUMBER OF ADULT MEALS YOU WILL BE CHARGED FOR.

EVENT: Baby Shower Wedding Shower Rehearsal Dinner _____

MENU FORMAT: Family Style Luncheon Menu Off menu Other: _____

DEPOSIT: Cash Credit

ALCOHOL: Cash Bar Included in bill

DESSERT: Will bring dessert & pay for service No Dessert Off Menu

LINENS: Linen table cloths and napkins may be provided for an extra charge with a min. 7 days notice.

Credit Card # _____ Exp. Date: ____/____

V CODE _____

Customer Name Date

Italia Gardens Representative Date

NO DATES WILL BE SAVED WITHOUT A SIGNED RESERVATION AGREEMENT AND A \$50 DEPOSIT. PLEASE FILL OUT AND TURN INTO ITALIA GARDENS IN PERSON OR BY EMAIL AT ITALIAGARDENS@YAHOO.COM. PLEASE CALL PRIOR TO EMAILING FORM TO MAKE SURE THE DATE IS AVAILABLE.