



Confirmation & Deposit Authorization

I, _____, authorize Lavanda Restaurant & Wine Bar
(Name on C.C.)

C.C. # _____

AMEX VISA M.C. (circle one) (Expiration date) _____

Use same C.C. to cover the bill Yes No (circle one)

To confirm my reservation for my event on _____

For _____ at _____
(Number of guests) (Time) (Reservation Name)

(Signature) (Date)

(Telephone number) (Fax Number) (E-mail)

Contact Lavanda at: Bruce Schmidt and Luka Dvornik
Banquet Coordinators
650.321.3514ph 650.321.3517fax

lavandarestaurant@sbcglobal.net



Terms of Special Events Contract for large groups.

1. Deposits: A \$750 dollars deposit is required and must be paid in the form of credit card or company check, on the date the contract is signed by the customer and Lavanda Restaurant & Wine Bar. The balance is due at the conclusion of the event, payable in cash, Visa, Master Card and American Express. Lavanda will accept your company check.

Not all events require a deposit and can be discussed at time of booking the event.

2. Guaranty guest minimum: The number of the guests attending the event must be guaranteed no later than 7 days in advance of the function. **This final guest count will be the number that you will be charged for at the time of the event regardless of attendance whether is private or not.** Notices of significant decrease in the number of the party due to unforeseeable circumstances will be handled at management's discretion. Increases in your final count are subject to all applicable charges. Lavanda will try to accommodate last minute increases in your guest count.

3. Minimum room charge: **There is a \$700 minimum food and drinks for the Uroom to guaranty it private.** If there is a balance left over it will be billed as a miscellaneous banquet charge to meet the minimum room charge.

4. Cancellation: Cancellation is 7 days before the schedule date of your event, or 25% of your minimum room charge (\$175) will be forfeited. There is a 30 day cancellation policy on the events taking place in December.

5. Gratuity: Lavanda will apply the customary gratuity of 20% to all food & beverage charges. Applicable sales tax is added to the cost of the function.

6. Wines: Our wine list includes a wide variety of wines from all the regions and priced at various levels. For this reason, Lavanda does not permit any beverages to be brought in to the restaurant for any banquet party.

Notes: All these terms apply to any large group wherever is located, either private or not private. In order to book the event & honor it, we need to get the confirmation sheet filled out & the contract signed as well.

Signature

Date