

# ANTONIO'S PARTY AND EVENT CONTRACT

Date of Event: \_\_\_\_\_

Antonio's Event Coordinator: \_\_\_\_\_

Event coordinator Contact Information: \_\_\_\_\_

Name of Party Reservation Contact Information: \_\_\_\_\_

# of Guests for Event: \_\_\_\_\_

R.S.V.P. Final Number of guests by 11am three days prior to event: \_\_\_\_\_

Package selection: \_\_\_\_\_

Appetizer Selection(s): \_\_\_\_\_

\_\_\_\_\_

Soup and Salad Selection(s): \_\_\_\_\_

Entrée Selection(s): \_\_\_\_\_

\_\_\_\_\_

Dessert Selection(s): \_\_\_\_\_

Special Requests or Needs for Event: ex. Wheelchair, or High Chairs

Candle Service \$10 per side Yes \_\_\_ No \_\_\_\_\_

Cake Cut and Plate \$ 15 Fee Yes \_\_\_ No \_\_\_\_\_

Table Cloth Service \$30 Fee Yes \_\_\_ No \_\_\_\_\_

Different Color Napkin/Tablecloth Fee \_\_\_\_\_ Napkins \$25 Fee \_\_\_\_\_ Tablecloth and Napkins \$75Fee \_\_\_\_\_

Beverage/ Bar Service Selected:

Bar Bill Tab Covered by Reserver: Yes \_\_\_ No \_\_\_ Separate Pay by Guests \_\_\_\_\_

Bar Service at Tableside by server \_\_\_ Bar Service at Front of House (Walk up) \_\_\_\_\_

Cash Bar Reservation at front of House \_\_\_ \$15 per person (21 and up in bar area) per hour for \_\_\_ hours  
x # of guests \_\_\_ or at rate of \$150 per hour and Bar Charges as accrued.

Separate Back Bar (Event Room): Yes \_\_\_ No \_\_\_

Minimum of two hours service required for a back bar set up and a service fee of \$75 will be added  
\_\_\_\_\_ Initial of reserve \_\_\_\_\_ Initial of Event Coordinator \_\_\_\_\_

Beer and Wine Package: (Minimum of two hours service) \$18 per person # of Guests \_\_\_\_\_

Three hours \$24 per person # of Guests \_\_\_\_\_

Four Hours \$30 per person # of Guests \_\_\_\_\_

Any guests wishing for full bar drinks would be referred to the front of the house bar or order taken by server and brought to them. In the event that this is the case the reserver will cover the liquor drinks

Yes \_\_\_ NO \_\_\_ Run a separate bill for liquor under guest name.

Premium Full Bar Package:

(Minimum of two hours service) \$25 per person # of Guests \_\_\_\_\_

Three hours \$32 per person # of Guests \_\_\_\_\_

Four hours \$ 36 per person # of Guests \_\_\_\_\_

Please remind all guests to bring necessary identification to comply with Va. Dept. of A.B.C. Regulations. Antonio's reserves all rights not to serve, or cut off service to any patron or individual that service initial or continued would not be in compliance with Va. Dpt. Of A. B. C. Regulations.

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# ANTONIO'S EVENT GUARANTEE

## Deposits / Cancellations

In order to secure your event, a deposit and signed contract must be received. All deposits are non-refundable and an additional fee will apply for cancellations within seven days of the event.

## Guarantee

The final guaranteed number of guests must be received by Antonio's via phone by 11 am three days prior to the event, otherwise, the guest count listed on the signed contract will be considered your guarantee. You will be charged for the actual guest count in the case that it exceeds your guaranteed number, or you may be charged according to the sales minimum fee below. A minimal fee for rooms at any time are \$150 per room guaranteed private, at peak times the restaurant reserves the right to charge by head count guarantee or sales minimum guarantee, whichever is greater.

## Sales Minimums

Each event room is assigned a Sales Minimum based on day of week and time of day. The sales minimum represents the minimum dollars that must be spent for usage of the event room. If the sales minimum is not met, then a room rental fee will be added to the final bill.

## Inclement weather / Restaurant Closure Clause

In the event the restaurant is closed for inclement weather or other circumstance no deposit fee will be charged and we will make every effort to reschedule your event. However the restaurant will not be responsible for any loss the reservee encounters due to a date change. This applies to, but is not limited to, invitation's, floral, cake, rental of equipment such as audio visual, photographers, videographers, or other event planning, or fuel/ delivery fees incurred by reservee or Guests.

Room Rental Fee: (If below Sales Minimum) \_\_\_\_\_ Reservee \_\_\_\_\_ Event Coordinator \_\_\_\_\_ Management Approval

Deposit by Credit Card # \_\_\_\_\_ ED \_\_\_\_\_ CCV# \_\_\_\_\_ Date of Deposit \_\_\_\_\_

Deposit by Personal Check \_\_\_\_\_ Cash \_\_\_\_\_ Date of Deposit \_\_\_\_\_

Signature of Reservee: \_\_\_\_\_

Signature of Event Coordinator \_\_\_\_\_

Antonio's Ristorante Usage Only  
Special Notes or Agreements:

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