

MATTEO'S
RISTORANTE ITALIANO
40 N 9TH STREET NOBLESVILLE, IN 46060
(317) 774-9771
(317) 774-9781 fax

DINNER BANQUET ROOM CONTRACT AND INFORMATION

*A deposit of \$100.00 and a completed contract is required for reservation confirmation. The deposit will be applied towards your bill unless otherwise specified; in which case the deposit will be refundable after the bill is paid in full.

*During the holiday season (Nov, Dec, Jan); all deposits are non- refundable.

*Menu selections must be confirmed at least ten (10) days before the scheduled event. If menu is not confirmed, choices could become limited due to ordering problems.

*We require a guaranteed count of guests ten days prior to your event. This count may be increased, but not lowered.

*Room rental fees may apply if minimums are not met.

*No food may be brought onto the premises except for weddings, birthdays, and with prior approval.

*No alcoholic beverages may be brought onto the premises under any circumstance.

*If your event is cancelled less than thirty (30) days prior to the scheduled date Matteo's reserves the right to bill 50% of the estimated total. During the holiday season (Nov, Dec, Jan) the full amount may be charged if cancellation notice is given thirty days or less form the scheduled event.

*Six percent sales tax and eighteen percent gratuity will be added to the total bill.

*Deposit and signed contract are required to hold the date of event.

*Cash discount.

CONTRACT

Matteo's agrees to provide service to the following party

_____ on _____ at ___:___ am/pm.

The type of event is _____. The approximate number of guests will be _____. A deposit of \$100.00 is being made on _____ with a credit card/check/cash.

Please confirm your menu selections and number of guests at least ten (10) days before your event.

The deposit will be applied towards your bill in accordance with our guidelines and policies. Please sign and mail or fax this sheet to Matteo's with your deposit. Any questions concerning the contract please call (317) 774-9771 and ask for Emily.

_____ Signature

_____ Address

_____ Address

_____ Telephone