



Ponte Vecchio Ristorante Party Contract

Thank you so much for choosing Ponte Vecchio as the location for your private party. We will do our best to make sure this *special* event is truly something *special*.

Garden room

The Garden room at Ponte Vecchio is located in the heart of the restaurant. This room can seat up to 30 people for a sit down dinner, or 26 for a buffet. Before the room will be reserved for your event, a room charge of \$150.00 Monday-Thursday, \$250.00 Friday and Saturday, must be paid, and a deposit of \$150.00 Monday-Thursday, \$250.00 Friday and Saturday, which will be taken off the final bill on the night of the party. Therefore, to reserve the Garden Room, a \$300.00 deposit for Monday-Thursday, and \$500.00 deposit for Friday and Saturday, must be paid. There are absolutely no exceptions to this policy. If a screen, projector, or any other special service not available in house is needed for the event, this fee will be added to the room deposit amount. A 20% gratuity will be added to the check at the end of the night.

Headcount(guest count)

The total headcount of the party must be confirmed by phone call before 2:00 p.m. two days before the party. If the party is on a Tuesday, the total headcount must be confirmed, by phone call on the Saturday before, as we are not open on Sundays. If no one answers the phone, a voicemail will **not** be accepted. If there is no answer, an email sent to Brittanysmith@pontevecchioristorante.com, or a fax to 216-556-8202 will be accepted. If no confirmation attempt is made, the restaurant will use the count of the guests made in the original reservation. For every person that is absent from the confirmed headcount, there will be a charge of \$30.00. Therefore, if the confirmed count is 25, and only 23 people are present, a \$60.00 charge will be added to the check.

Cancellation policy

If your event is cancelled 30 days before the event, a full refund will be returned.(\$300.00 Monday-Thursday and \$500.00 Friday and Saturday) 29-14 days before the event, half of the deposit will be refunded. (\$150.00 Monday through Thursday and \$250.00 Friday and Saturday) 13-7 days before the event, 1/4 of the deposit will be refunded(\$75.00 Monday through Thursday and \$125.00 Friday and Saturday) 6 days to the day of your event, none of the deposit will be refunded. If the party is cancelled by the restaurant for unforeseen problems, a full refund will be paid.

Credit Card information

Cardholder name:

Circle one: Visa Mastercard American Express Discover

Card number:

Card Expiration:

Phone number:

Fax number:

Email Address:

Manager printed name

Date of Party:

Manager signature

Initial Guest Count:

Guest printed name

Guest signature

Date

Signing the above means you agree to all the terms of the private party contract for the garden room.
Your credit card will be automatically deducted, and then refunded if needed.