



## GENERAL INFORMATION, CONTRACT & BANQUET POLICIES

**\*\*Your reservation is NOT secure until you sign and return this contract to the event coordinator\*\***

Thank you for choosing Rio City Café. All reservations and agreements are made upon, and are subject to, the policies and procedures of Rio City Café and the following conditions. Any changes to this agreement must be made by your Banquet/Special Events Coordinator. We look forward to having you and your guests!

### Guarantee

A final guarantee of the number of guests is required 7 days prior to your event. This is the minimum you will be charged for on the day of your event. Should your guest count fall below the number you stated on the day of your event, you are still charged for the guaranteed number given 7 days prior.

Initial \_\_\_\_\_

### Payment

To be a banquet with us, we require a minimum (this includes a room fee but does not include taxes or gratuity). The person planning the event or the point of contact at the event agrees to the payment of the minimum quoted by their event coordinator. The minimum is based on your date, time, the number of people, and space reserved within this contract, making a change to any of the following could be subject to a change in the minimum. We do not require a deposit ahead of time. Full Payment shall be made upon conclusion of your event the day of. If you'd like to make payments in advance, you can, but typically payment is made at the end of your banquet. Rio City Café requires payment to be made in the form of cash or credit card.

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### Taxes and Gratuity

The prices of all food and beverage served are subject to applicable sales tax (8.75%) and 20% gratuity for your dedicated servers. The 20% server gratuity is not automatically added in but at bottom of receipt is a % guide. Your servers can assist you with this if needed. Rio City Café has the right to change your gratuity if it does not total 20%.

Initial \_\_\_\_\_

### Entrée Choices

You may either get everyone's order in advance or have a custom menu placed at each place setting. If you get orders in advance, you may pick from all the choices listed for your appropriate menu and we create an entrée card for each guest. If you want to make your own entrée cards, we ask you to coordinate colors by entree. Please let your event coordinator know each entree color, so they can give it to the food runners. Typically, this is something your event coordinator does so you don't have to. If you prefer a custom menu, you must pick 3-4 entrees only. Once approved by you, this menu is what you'll see at everyone's place setting. If a design outside of our standard custom menu is wanted, additional print fees may apply or with your event coordinator's approval, you may print it yourself and bring it in either before or on the day of your event.

Initial \_\_\_\_\_

### Table Decor & Additional Decorations

Our standard table setup is chocolate-colored napkin silverware roll-ups, white linens, & artificial flowers we have on site. This will be what is used at the time of your event unless planned otherwise. Additional napkin colors are available for an additional fee and must be ordered at least 14 days in advance of your event. Additional decorations may be brought in for your event at your own expense. We do not allow glitter or confetti of any kind. Hanging decorations are also allowed as long as no permanent damage is done when hanging and/or taking down decorations. If violated, the customer agrees to be responsible and liable for any losses or damages that occur to the space and/or property during or after your event. Any decorations brought in and/or time needed to decorate ahead of the event must be approved by the event coordinator.

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### Outside Food You Bring In and Corkage Fees

A \$2.00 per person charge, per food, applies to all outside food served at Rio City Café. A corkage fee of \$20.00 (750 ml) applies to all outside wine & champagne brought into and served by Rio City Café, with the exception of champagne during brunch banquets used for mimosas. We do not allow champagne brought in on weekend brunches as we serve mimosas in-house.

Initial \_\_\_\_\_



**Photo & Video Release to Rio City Cafe**

By initialing this section, I am allowing photos and/or videos to be taken at my event and used for Rio City Café’s purposes. Skip this and do not initial this section if you do not want photos or videos from your event to be used by Rio City Café.

**Initial** \_\_\_\_\_

**Cancellation Policy**

**If you must cancel your event, Rio City Café must be notified no later than 14 days prior to the event to avoid a \$350.00 cancellation fee.**

**Initial** \_\_\_\_\_

\*To confirm your reservation please fill in the information below:

Name of Reservation \_\_\_\_\_

Date (Include Day) \_\_\_\_\_ Time of Event \_\_\_\_\_

Number of People \_\_\_\_\_ Space Reserved \_\_\_\_\_ Occasion (if any) \_\_\_\_\_

Person Planning Event \_\_\_\_\_ Telephone Number of Planner \_\_\_\_\_

Point of Contact at Event (if different from above) \_\_\_\_\_

Entrée orders in advance? \_\_\_\_\_ Or a custom menu at each setting? \_\_\_\_\_

Hosted Bar? Please specify \_\_\_\_\_

~OR~

No Host Bar \_\_\_\_\_

*\*A hosted bar is when you're paying for alcoholic beverages. Do you want to fully host? Limited host (beer and wine only let's say) or anything you envision where you want to pay for your guests' bar beverages, we can do. We even offer drink tickets. Just specify above.\**

Additional Requests (if any) \_\_\_\_\_

Credit Card Number _____		
<b>(Needed only if you want to charge your card the night of and no one is there to pay. If someone will be present this night to pay the bill, then no credit card information is necessary. Skip this box.)</b>		
Exp. Date _____	CVV _____	Zipcode _____
Email for Receipts _____		

**I have read and understand the listed general information, contract, & banquet policies in this contract.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Thank you so much!

**Parking at Rio City Cafe**

Currently, we do not offer valet parking. However, we do have two parking garages and meters in Old Sacramento. The Tower Bridge Garage (located at 135 Neasham Circle; corner of Neasham & Capitol Mall) is the closest to us. Bring in your parking pass and we will validate your parking **for 2 hours FREE**, then it will be \$1.50 for every additional half hour after that for either garage. Typically, Friday & Saturday nights, starting at 3:00 pm, the garages go to a flat-rate fee of \$10 per car that lasts the whole night. This also may apply on some Sunday nights when Monday is a holiday. But if you can get a ticket at the gate when entering the garages, we can validate it!