



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 once signed and sent must be made by your Banquet/Special Events Coordinator. We look forward to having you and your guests!

Payment & Guarantee

All details must be finalized, including the number of guests, 7 days before your event. 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 Cafe requires payment to be made in the form of cash, credit card, or company check.

Initial _____

Taxes and Gratuity

The prices of all food and beverages served are subject to applicable sales tax (8.75%) and 23% gratuity for your dedicated team. This dedicated team is everyone that participated in your banquet to include the kitchen and your front of the house staff.

Initial _____

Entree Choices

You may either get everyone's order in advance or have a custom menu placed at each place setting, or a buffet. 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 entree 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 instead, you must pick 3-4 entrees only. Once your event coordinator has your finalized food and beverage selections, they will then create and send a copy of your custom menu for approval. Once approved, this menu is what you'll see at everyone's place setting. If a design outside of our standard custom menu is wanted, with your event coordinator's approval, you may create and print the menu yourself. Please send a final copy of it to your event coordinator before your event. You may bring in the final printed copies 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, & silk 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 (additional fees may apply) and must be requested 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.

Initial _____

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 Cafe. A corkage fee of \$20.00 (750 ml) applies to all outside wine & champagne brought into and served by Rio City Cafe, 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 _____



Cancellation Policy

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

Initial _____

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

Name of Reservation _____

Day of the Week _____ Date _____ Time of Event _____

Number of People _____ Space Reserved _____ Occasion _____

Person Planning Event _____ Telephone Number of Planner _____

Point of Contact at Event (if different from above) _____

Entree Orders in advance? _____ Or a custom menu at each setting? _____ Buffet? _____

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) _____

Type of Credit Card _____
Credit Card Number _____
(Needed only if you want to keep a credit card on file for your event or no one is there to pay. If someone will be present and you prefer to pay your final bill the day of, then no credit card information is necessary. Skip this box.)
Exp. Date _____ CVV _____ Zip Code _____
Email for Receipts _____

I have read, understand, and agree to 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!