



## **PRIVATE DINING CONTRACT**

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

Type of Event: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Guest Count Guarantee: \_\_\_\_\_

Client: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Menu Selection: \_\_\_\_\_

Bar Selection: \_\_\_\_\_

Type of Credit Card: Visa, MasterCard, American Express, Discover

Credit Card #: \_\_\_\_\_ Exp: \_\_\_\_\_

Card Name: \_\_\_\_\_

I hereby authorize Ruffino's Italian Restaurant to debit the above credit card in the amount of \$200 if I cancel my event within two weeks of the scheduled date.

\_\_\_\_\_

\_\_\_\_\_

Signature

Date



## **PRIVATE DINING CONTRACT**

- 1) Contract and Deposit** – A signed private dining contract and a signed credit card authorization are required to guarantee the room.
- 2) Room Charge** – If room minimum is not met, the room rental fee is \$200 (plus gratuity). This fee is added to the bill on the event day.
- 3) Cancellations** – Cancellations must be made 2 weeks prior to the event. For all cancellations, within 2 weeks of the event, the credit card will be charged for the room rental as a cancellation fee.
- 4) Menu Selection** – Ruffino's must have menu selections 7 days prior to the event date. *Ruffino's will charge for the guaranteed number of guests, or the total number served, whichever is greater.* Our private dining menus offer pre-set dining options from which to choose.
- 5) Guest Guarantee** – Ruffino's must have a guest number confirmation 3 days prior to the event. Ruffino's will consider this number the guarantee and is not subject to change. If a guarantee is not received within 3 days prior to the event, Ruffino's will consider the original expected guest count on Page 1 of this contract as the final guarantee guest count.
- 6) Pricing** – The prices quoted herein for any event taking place within ninety (90) days after the execution date of this contract are firm. The price for any event taking place more than ninety (90) days after the execution date of this contract are subject to change without notice; however, Ruffino's guarantees the food and beverage price increase that impacts executed contracts will not exceed ten (10%) percent. Private dining clients must confirm menu pricing 72 hours in advance of the planned event.
- 7) Food and Beverage** – All food and beverage must be purchased and prepared by our Ruffino's team. The only exceptions are birthday and wedding cakes. Please make arrangements with our team on delivery of specialty cakes.
- 8) Final Payment** – Final payment for the event must be made at the conclusion of the event. Payment may be made by cash or credit card. No personal checks are accepted.
- 9) Tax and Gratuity** – 20% gratuity and sales tax will be added to all events. Please check your private dining selections as some pricing includes tax and gratuity.

- 10) AV Equipment** – Video presentations, screen projectors, microphones and/or P.A. systems are welcome at your event. Please notify us of your AV needs and we will gladly make arrangements on your behalf. A nominal fee will be charged for this service.
- 11) Quality Standards**– Ruffino’s reserves the right to enforce its quality standards concerning dress and decorum at all events. Ruffino’s reserves the right to refuse service to any person who, in the sole discretion and judgment of its management team, appears to be under the influence of alcohol.
- 12)** The client agrees to indemnify release and hold harmless, GIR Properties, LLC, d/b/a Ruffino’s Restaurant, its agents, assigns, or employees for an expense incurred, including attorney’s fees, arising as a result of any injury to persons or damage of property, or any other claim whatsoever resulting from the client’s use of the premises.
- 13)** GIR Properties, LLC, d/b/a Ruffino’s Restaurant is not responsible for damages to or the theft of vehicles or contents thereof during the scheduled event or for any lost or stolen item.

***This contract is made in the State of Louisiana and shall be construed and enforced in accordance with the laws of such State. The Private Dining Contract constitutes the entire agreement between parties and may not be modified or amended except by instrument in writing signed by both the client and Ruffino’s. “The undersigned acknowledges that he/she has read and understands the Private Dining Contract including terms and conditions. By signing below, the undersigned accepts this contract and agrees to comply with the same.”***

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Signature

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Date

