

# MY TOMATO PIE

Date Deposit Received: \_\_\_\_\_

Amount of Deposit: \_\_\_\_\_

Deposit Check Number: \_\_\_\_\_

Booking Date

## Reservation Confirmation

**Fax: 716-625-1242**

This contract serves as the confirmation for your upcoming event. Please take a moment to review the following information:

I, \_\_\_\_\_ acting for \_\_\_\_\_, hereby agree to the following conditions regarding this agreement and authorize My Tomato Pie to use the listed credit card to secure my reservation.

***No reservation will be honored without this signed contract and a valid credit card.***

***Your final count will determine if you will need our entire banquet room or a divided room. Either room will be private.***

## Event Information

Date of Event:	Day of Week:	Event Start Time:
Number of Guests:	Location:	

## Deposit

A deposit of \$100.00 must be received, along with this signed agreement, to secure a space and date. Deposits can be made company or certified check, cash or credit card. If a deposit is made by check, a valid credit card is still required for security purposes. No reservation is confirmed until this contract, a credit card, and a deposit are received.

## Cancellation Policy

Should cancellation of this event occur within more than 30 days prior to function, 100% of deposit will be refunded. If cancellation occurs between 30 and 14 days prior to its scheduled date, 50% of deposit will be refunded. Should cancellation occur less than 14 days in advance of scheduled function, 100% of deposit will be forfeited.

## Billing & Collection

Client will be responsible for all charges listed within this agreement and to the two (2) attached information pages. All outstanding balances of the function are due upon conclusion of event. My Tomato Pie will accept cash or major credit card for final payment. If your company or organization is tax-exempt, please attach a copy of your tax exempt form to this contract.

## Final Count

A final guarantee of guest attendance is due with in 48 hours prior to contracted start of event. No decreases are accepted after this time. If guarantee is not received, charges will be based on the highest estimate shown on this contract. Billing will be for final count provided or the number in attendance, whichever is greater. My Tomato Pie will not be obligated to serve or set up for more than 10% of the guaranteed number. **Minimum guest count for use of entire undivided banquet room is 31 adults or \$500 in food and beverage.** Any count less than 31 adults or \$500 minimum requiring our entire room will be charged a room rental fee of \$200. Final count less than 30 adult minimum is also subject to a room change at the discretion of management without notice to our south room.

## Conduct of Event

Client assumes full responsibility for any and all conduct, act or omissions of individuals in attendance at the event. Any and all damages resulting from said individuals will be the full and complete responsibility of the patron. The client hereby agrees to indemnify and hold harmless My Tomato Pie, it's agents, servants, and employees with respect to any loss, expense or cost incurred relating to any claim or liability arising out of the event except to the extent that such loss, damage or expense arises from specific acts of My Tomato Pie. In addition, My Tomato Pie has no responsibility for the personal property of the client, their invitees, and guests.

## Left-over policy (NO EXCEPTIONS)

My Tomato Pie does not box up left-overs. In accordance with the Dept. of Health official recommendations requiring that food remaining within temperature danger zones for extended amounts of time may not be released to you or your guests. My Tomato Pie does not send any food items home with guests in any form. We enforce this policy to minimize the risk of food borne illness due to improper handling or storage of leftover food items. We appreciate your cooperation. For all drop off catered events, acceptance of the order by the customer releases My Tomato Pie from all claims and liability of food borne illness at anytime following the point and time of delivery. My Tomato Pie recommends that you never re-serve any food item that has not been completely used during the time it was intended. My Tomato Pie prepares an abundant amount of food to ensure that your last guest receives the same quantity and quality as your first guest.

## Authority to Sign This Agreement

If this agreement is signed in the name of a corporation, partnership, club, or society, the person signing represents to My Tomato Pie that he/she has full authority to sign this contract and that representation shall be binding in all respects.

I hereby agree to the above conditions of this Reservation Confirmation and to the terms agreed upon within the two (2) attached information pages. By signing this contract, I also authorize My Tomato Pie to apply charges to my credit card under the above stated conditions.

V.1.19

Client's Authorized Signature	Date
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Client's Name and Company Name		
Address		
City	State	Zip Code

Phone Number	Fax Number	Email
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<b>Credit Card Info</b>			
Name as it appears on the Card	Credit Card Number	Credit Card Expiration	Card Security Code
Credit Card Type	<input type="checkbox"/> Please use My Credit Card for \$100.00 Deposit		

***This agreement is not binding upon My Tomato Pie, it's agents,servants, or employees until the same is executed by a duly authorized agent of My Tomato Pie.***

My Tomato Pie Signature	Date
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## Please Select from Following Options

Price does **NOT** include tax and gratuity

Type of Package: \_\_\_\_\_

Meal Package and Price: \_\_\_\_\_

Type of Beverage Tab: \_\_\_\_\_

Beverage Package and Price: \_\_\_\_\_

### Group Details Form

The following information pertains to the demographics and arrival pattern of your upcoming group event. Please fill out information as completely as possible. Please mark the correct responses and fill out the appropriate answers where necessary.

#### ***What type of group is this?***

\_\_\_\_\_

#### ***What activity is the group involved in immediately prior to the function (if any)?***

\_\_\_\_\_

#### ***How will the majority of the group be arriving?***

\_\_\_\_\_

#### ***Will there be any type of guest speaker, speech or entertainment with the group?***

\_\_\_\_\_

#### ***Will any special tables be needed for this group?***

\_\_\_\_\_

#### ***Will the group be attending any special event after dinner (Concert, Show, Movie, Meeting, Ect.)?***

\_\_\_\_\_

#### **Napkin Color:**

- Sandalwood
- Cadet Blue
- Light Blue
- Seafoam Green
- Burgundy
- Pink

Custom Order

#### ***Please include any other information that may be relevant:***

#### **Extras:**

- 70in TV Rental (\$50.00/event)
- DVD or VCR Rental (\$50.00/event)
- Screen Rental (\$25.00/event)

### **For Restaurant Use Only (Please do not write below this line)**

Final Count

Final Count Received

Number of Servers Needed:

Received By

Number of Bussers Needed: