



GENERAL INFORMATION, CONTRACT & BANQUET POLICIES

****Your reservation is NOT secure until you sign and return this form****

Thank you for choosing Rio City Café. All reservation 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 Manager. Banquets are 30 people minimum.

Guarantee

A final guarantee of the number of guests is required at least 7 days prior to your event. Otherwise the guarantee listed on your contract will be considered the final count. 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, you are still charged for the guaranteed number given 7 days prior. If there are more guests in attendance than the guarantee, we will bill accordingly the per person price.

Initial _____

Payments and Deposits

Full Payment shall be made upon conclusion of each banquet. We do not require a deposit. Rio City Café requires payment to be made in the form of cash or credit card. A banquet reservation is not confirmed until this Contract & Banquet Policies has been signed and returned.

Initial _____

Taxes and Gratuity

The prices of all food and beverage served are subject to applicable sales tax (currently 8.25%) and gratuity. A minimum of 18% gratuity. It is not automatically added in but at bottom of receipt is a % guide. This gratuity is shared with front of house and back of house. If your gratuity falls below 18%, Rio City Café has your permission to change to 18%.

Initial _____

Outside Food You Bring In and Corkage Fees

A \$1.00 per person charge, per food, applies to all outside food served at Rio City Café. A corkage fee of \$15.00 (750 ml) applies to all outside wine and 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. A maximum number of 30 bottles may be brought in by any party unless otherwise specifically approved by your Banquets/Special Events Manager.

Initial _____



Parking – 2 Convenient Ways

Valet: Currently Saturday and Sunday located on Front Street in front of Rio City Café. Charges are \$9 for the first two hours, then \$2 every half hour. If the garage has a flat rate price, valet is this flat rate plus \$3 every hour. You may offer your guests hosted valet as well on any day. This is a flat fee per car. Let Events Manager know if you want this. They put you in touch with valet directly.

Tower Bridge Garage: On corner of Neasham (Front St) & Capital Mall. Bring in your parking pass and we will validate your parking for the first 2 hours FREE, then \$1.50 every half hour. We validate both Old Sacramento garages, but Tower is the closest to Rio City. Typically on Friday & Saturday (starting at 3pm), there is a \$10 flat fee. And sometimes on Sunday if there is an event. Otherwise, if no flat fee and you park in the garage, bring in your parking pass and we validate for 2 hours FREE.

Cancellation Policy

If you must cancel your event, Rio City Café must be notified no later than 7 days prior to the event to avoid a \$250.00 cancellation fee. The credit card will be used if no other payment is offered.

Initial _____

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

Name of Reservation _____

Number of People _____ Person Planning Event _____

Point of Contact at Event _____ Area of Preference? _____

Day _____ Date _____ Time of Party _____

Hosted Bar? Please specify _____

~OR~

No Host Bar _____ Telephone Number of Planner _____

Credit Card Number _____

Exp. Date _____

(Needed to hold reservation, nothing will be charged to your account.)

I have read and understand the above listed contract & banquets policies and procedures.

Signature _____ Date _____

Thank you so much! We look forward to having you and your guests!

Stephanie Miller, (916) 505-1159 or stephanie@riocitycafe.com

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