



## 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. You may be a banquet with less than 30 people, but are charged for 30 people. We look forward to having you and your guests!

### **Guarantee**

A final guarantee of the number of guests is required at least 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.

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### **Payments, Deposits, Room Fee**

Full Payment shall be made upon conclusion of each banquet. **We do not require a deposit.** We do have a room fee and that is based on your number of guests the day of your event starting at \$150 for 30 people, then increasing \$50 every 10 people. 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 (currently 8.75%) and gratuity, a minimum of 20% gratuity. It is not automatically added in but at bottom of receipt is a % guide. This gratuity is shared with all front of house and all back of house. If your gratuity falls below 20%, Rio City Café has your permission to change to 20%.

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### **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 & 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 (bottomless as well) in-house.

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**Entrée Choices** – You may either get everyone's order in advance or you may have a menu at each guests' place setting. If you get orders in advance, you have all the choices listed for your appropriate menu and we do entrée cards. If menu at each setting, please pick 3-4 entrees. Initial \_\_\_\_\_

1110 Front Street, Sacramento, CA 95814

Phone (916) 442-8226 Fax (916) 442-7229



**Parking – 2 Convenient Ways**

**Valet:** Currently Saturday and Sunday located on Front Street in front of Rio City Café, but they will be available for your event if you let us know in advance. Charges are currently \$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. Since this is a city garage, prices could change. 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 or if the weekend is a holiday weekend. 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 14 days prior to the event to avoid a \$250.00 cancellation fee. The credit card will be used if no other payment is offered.**

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**\*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 \_\_\_\_\_

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

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

~OR~

No Host Bar \_\_\_\_\_ Telephone Number of Planner \_\_\_\_\_

Credit Card Number \_\_\_\_\_

(Needed to hold reservation, nothing will be charged to your account) Exp. Date \_\_\_\_\_

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

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

Thank you so much! *Stephanie Miller*, (916) 505-1159 or stephanie@riocitycafe.com

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