



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. We look forward to having you and your guests!

Guarantee

A final guarantee of the number of guests is required 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.

Initial _____

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. This room fee is not taxed.

Initial _____

Taxes and Gratuity

The prices of all food and beverage served are subject to applicable sales tax (8.75%) and gratuity. There is a service charge of 3% automatically added to your receipt for kitchen gratuity. For your front of house servers, we recommend a minimum of 20% gratuity. It is not automatically added in but at bottom of receipt is a % guide.

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 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.

Initial _____

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 _____



Parking in the District

We have two parking garages and meters in Old Sacramento. The **Tower Bridge Garage** is the closest to Rio City and located on the 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. 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 \$350.00 cancellation fee.

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 _____

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 only if you want to charge to your card the night of and no one is there to pay)

Exp. Date _____ CVV _____ We will email receipts upon request or give them to a contact the night of.

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

Signature _____ Date _____

Thank you so much!