

Manager: _____

Rao's Bakery and Coffee Café
Meeting/Party Room Order Form

Date of Event: _____

Time of Event: _____

Number of Guests: _____

Mgr Initial – Ask client if the following will be needed:

_____ Server (\$12/hr.)

_____ Barista (\$15/hr.)

_____ Coffee (\$17.95/pot) serves 12 How many? _____

_____ Tea (\$10/gallon) serves 12 How many? _____

_____ Orange Juice (\$17.95/gallon) serves 12 How many? _____

_____ Glass plates and cups OR Plastic plates and cups

_____ Running Tab No Limit OR Running Tab up to \$ _____

_____ Everyone Paying Individually

_____ Punch

_____ Table clothes (\$10)

_____ Additional needs _____

_____ Attached order form(s) How many? _____

Name: _____

Phone number: _____

Email: _____

C.C. number: _____ Exp: _____

*** (If no credit card number is given, a cash deposit of \$50 is required.)*

****Minimum cost of event (\$75 x _____): _____**
Number of hours

Please carefully read the following information concerning our policies and procedures, initial next to each and sign below.

_____ **Accommodations**

Our banquet room can accommodate up to 40 people for any function you may wish to keep semi-private or private. There will be a 20% room fee charged for parties of 20 or more. Rao's Bakery takes pride in providing great food and service in a friendly and efficient family-owned atmosphere.

_____ **Food & Beverage**

Rao's Bakery does not allow any outside food or beverages to be brought onto the premises. There is no rental fee for the banquet room. \$75/hr of Rao's product is required with a 1-hour minimum. We will keep a running tab for your party. If desired you can hire a server at \$12/hour or a barista at \$15/hour for your guest. Rao's will provide a personal server or barista to serve your party for the duration of your event. If you choose the personal server or barista you will have your coffees or teas made in banquet room. All state and local taxes apply, unless you are tax exempt.

_____ **Decorations**

All decorations must be approved by management. No nails, tape or glue are allowed to hang decoration to walls. Parties will be allowed to 30 minutes to setup room for event, if more time is needed it should be included in the reservation time. Event signage only permitted on front door of the party room (parking lot/front door of store excluded).

_____ **Menus**

All groups are welcome to order from our daily restaurant menu. You may also choose from our group menu that has been designed for groups of 6 or more.

_____ **Reservations/Cancellations**

Host agrees to be responsible for any damages done to the premises in the preparation of, during, or after the event. A credit card is REQUIRED to reserve the banquet room. In the event a credit card is not available, a cash deposit of \$50 is acceptable. If the event is cancelled within 72 hours of the event, the \$50 deposit will be forfeited or a \$50 charge will occur on your credit card. All state and local charges apply unless tax-exempt. Gift cards are NOT redeemable for rental of room. Cash or Credit Card only.

As the responsible party for this reservation I will be present and in charge. I understand the above policies and procedures and agree to them. I will take personal responsibility for the final bill and any assessed fees that may occur due to the above outlined policies.

Signature: _____

Date: _____

Printed name: _____