

Manager: \_\_\_\_\_

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

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

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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? \_\_\_\_\_

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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.

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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: \_\_\_\_\_