



## Private Event Agreement

This Private Event Agreement ("Agreement") is entered into between **Bettolino Kitchen** ("Restaurant") and the undersigned Host ("Client") for a private event to be held at the Betto Room.

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### 1. Guest Count & Final Confirmation

Guest count must be confirmed no later than **72 hours prior** to the event. This number will be considered the guaranteed minimum and used for staffing and food preparation. The final bill will be based on the guaranteed count or actual attendance, whichever is greater.

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### 2. Food & Beverage

- All Betto Room events are served **buffet-style** from a curated private dining menu.
- Main dining room and outdoor terrace events that are 12 or under require a **set, family-style menu**.
- Outside food or beverages are not permitted, with the exception of specialty cakes approved in advance.
- A \$50 cake fee may apply.
- **Buffet Service & Portions;** Our buffet menus are thoughtfully portioned per guest based on the confirmed count and selected menu. Please note that buffet service is not all-you-can-eat. Additional food may be added during the event, subject to availability, and will be billed accordingly.

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### 3. Pricing & Minimums

- Betto Room events are subject to a **food and beverage minimum** depending on the day, time, and scope of the event. The applicable minimum will be confirmed at the time of booking.

- If the food and beverage minimum is **not met**, the remaining balance will be charged as a **room fee** at the conclusion of the event.
- Events held in the main dining room or outdoor terrace **do not require a food and beverage minimum**; however, a **set menu is required** for all seated celebrations.
- Applicable sales tax and service charges will be added to the final bill.

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#### **4. Deposit & Payment**

- Deposits: A \$500 deposit is required to reserve the date. Deposits are applied toward the final bill and are refundable up to 14 days prior to the event.
- Final payment is due at the conclusion of the event unless otherwise arranged in writing.
- Accepted forms of payment include major credit cards or cash.
- Service Charge: 18% service charge and local sales tax apply to all private events.
- Admin fee: 3% admin fee applied to all Betto room events.

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#### **5. Cancellation Policy**

- Cancellations made **14 days or more** prior to the event will refund the deposit.
- Cancellations within **7 days** of the event may be subject to the full food and beverage minimum.

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#### **6. Event Timing**

- Events are scheduled in 3-hour time blocks, with additional time available upon request.
- Events must begin and conclude at the agreed-upon times. Additional time may be accommodated at the discretion of the Restaurant and may incur additional fees.

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## **7. Decorations, Audio & Speeches**

- Minimal décor is permitted with prior approval.
- No nails, screws, confetti, glitter, or open flames are allowed.
- All décor must be removed immediately following the event.
- Speeches, toasts, and amplified or organized remarks are permitted exclusively in the Betto Room.
- Speeches are not permitted in the main dining room or outdoor terrace, in order to preserve the dining experience of other guests.
- Custom balloon decoration or flower arrangements can be coordinated for an added charge through preferred vendors.

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## **8. Conduct & Damage**

Client assumes responsibility for the conduct of all guests. Any damage to the premises, furnishings, or equipment caused by the Client or guests will be charged accordingly.

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## **9. Unforeseen Circumstances**

Bettolino Kitchen shall not be liable for failure to perform due to events beyond its reasonable control, including acts of God, government orders, or emergencies.

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## **10. Entire Agreement**

This Agreement constitutes the entire understanding between the parties and supersedes all prior discussions. Any modifications must be made in writing and signed by both parties.

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## **11. Menu Selection (Required)**

Client must select one of the following menu packages. Final menu selections and any add-ons must be confirmed no later than 72 hours prior to the event.

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## 12. Event Details

- **Guest Name:** \_\_\_\_\_
- **Event Date:** \_\_\_\_\_
- **Event Time:** \_\_\_\_\_
- **Estimated Guest Count:** \_\_\_\_\_
- **Event Space:**  Betto Room  Main Dining Room  Outdoor Terrace

## 13. Credit Card Authorization

To secure your reservation, Bettolino Kitchen requires a credit card to be kept on file.

By completing and signing below, Client authorizes Bettolino Kitchen to retain this credit card information in accordance with the Private Event Agreement.

- The credit card **will only be charged the \$500 deposit** if the Agreement is canceled or otherwise broken after the agreed-upon cancellation period.
- If the event proceeds as scheduled, the **full balance will be settled the night of the event.**
- No additional charges will be applied without authorization, except as outlined in the Agreement (including food & beverage minimums, damages, or late cancellations).

### Credit Card Information

Visa  MasterCard  American Express  Discover

**Name on Card:** \_\_\_\_\_

**Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

**CVV:** \_\_\_\_\_

**Billing Zip Code:** \_\_\_\_\_

### Authorization

I authorize Bettolino Kitchen to charge the credit card listed above in accordance with the terms of the Private Event Agreement.

**Cardholder Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

#### **14. Acknowledgment & Signature**

By signing below, Client acknowledges and agrees to all terms outlined in this Agreement.

**Guest Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

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**Bettolino Kitchen Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_