



Banquet Contract

Guest Name: _____

Date of Event: _____

Deposit Amount: _____

Guaranteed #: _____

Manager: _____

***** A signed contract & deposit are *REQUIRED* to book a banquet. Faxed information does *NOT* guarantee the banquet.**

Banquet Information:

Date of Event: _____ **Start Time:** _____

Date of Contract: _____ **End Time:** _____

Guarantee # _____

Name: _____

Address: _____

Telephone #: _____

Cell #: _____

Work #: _____

Function: _____

- Table setup:** Fajita Buffet 2-4 Long Tables
 Room as is 4-6 Long Tables
 Tables of 6-8 or 10-12

Cake Table: Yes/No

Gift Table: Yes/No

Guarantee: The minimum guarantee is 60 guests plus 18% gratuity and 7.75% sales tax. Your guaranteed number of guests is due two (2) business days prior to your function date. Maximum room capacity is 100 guests.

Cancellations: A 2-day notice of cancellation is required for reimbursement of the deposit.

In the event of cancellation, send the deposit to:

Name: _____ **Work Phone:** _____

Address: _____ **Home Phone:** _____

Decorations:

All decorations must be removed from the facilities immediately following the event. Arrangements must be made to decorate prior to the event. Decorations may not be attached to the walls or any other surface. The decorations must not damage the facility. The use of **glitter and confetti is NOT permitted. Decorations may be placed on the table or tied to a chair.** Tape or any other adhesive products may not be used. Miguel’s reserves the right not to allow decorations before, during or after the event.

Menu:

A)
Standard
Open Menu

<u>Category</u>	<u>Item</u>	<u>Quantity</u>	<u>Price</u>	<u>Extension</u>
Appetizers Selection:				
Soup/ Salad:				
Entrée Selection:				
Dessert Selection:				
Beverage:				

Bar Options:

Full Bar
 Cash-N-Carry
 Limited \$ Up to \$ _____
 Special Instruction _____

Sub-Total: _____
 Additional Fees: _____
 Tax: 7.75% _____
 Gratuity: 18% _____
 Estimated Total: _____

Deposit Information:

Deposit Amt.: \$ _____

Due Date: _____

Deposit Method: **Cash** **Credit Card** **Company Check**

_____ Type: _____ Check #: _____

_____ Card #: _____

_____ Exp. Date: _____

A 50% deposit is due at the time of booking. If the deposit is not received, the function will be subject to cancellation and all space will be released.

Your estimated balance is due on the day of the event in the form of cash, credit card or company check.

Manager: _____ **Date:** _____

Client Acceptance: _____ **Date:** _____

Print Name: _____