



ON PREMISE POLICY AGREEMENT

Thank you for choosing El Charro Café to host your event. When the parameters of your function have been defined, you will be quoted a final price and the details of your reservation will be confirmed with a contract. All reservations must be guaranteed with a credit card number.

Confirmation of Large Reservation: We have several locations to accommodate large parties, 10-100 guests. Upon decision of special menu and event location, our catering department will develop a contract to confirm the details of your reservation. This contract, as well as this policy agreement, must be signed and returned to confirm your reservation.

Cancellation Policy: Cancellations given in less than seven days notice will result in a \$100 charge to the credit card number on file. If a deposit is made, it is not refundable if cancelled within 7 days of your reservation.

***Room Charge:** A \$100 rental fee is applicable for the rental of the Downtown 'Original' El Charro Café Patio. A \$100.00 rental fee is applicable for the rental of the 1922 VIP room at the El Mercado Location Friday thru Sunday and \$50.00 rental fee Monday thru Thursday.

Reservation Time: All reservations with the facility are given a two hour allotment time- from start time of reservation to end time. Additional time is \$50 per ½ hour or \$100 per hour.

Accommodations: El Charro Café reserves the right to change event location within the facility due to weather, partial cancellations, and any other special accommodations.

Bar Arrangements: Information regarding the distribution/payment of alcoholic beverages must be specified upon contract agreement.....discounts are NEVER applicable for bar tabs

Cash Bar – all alcoholic beverages must be paid for by the individual guest

Hosted Bar – host of the event will be responsible for payment of alcoholic beverages ordered.

Limitations are available (i.e. host house margaritas, beer, and wine up to \$500)

Linen Service: El Charro Café has an ambiance of its own, although for a touch of elegance we can offer red linen tablecloths to go along with our linen napkins for an additional \$25-50 service charge.

Payment Policy: Payment is due upon the completion of the event, unless special arrangements have been pre-approved and a payment plan has been signed on the contract. We are unable to provide separate checks. If special accommodations have been made for a large party with separate checks, there is \$2.00 split check fee per check. Acceptable forms of payment are cash, certified checks, money orders and major credit cards.

Private Party Parameters: Each location has limited space availability and restrictions for menu set up...

<u>Downtown</u>	<u>North</u>	<u>El Mercado</u>	<u>Ventana</u>	<u>Speedway</u>
Patio: 60 guests. Plated or Buffet	Patio: 30 guests. Seating split down middle	Front Patio: 100 guests. Plated or Buffet	Red Room: 35 guests. Plated	Sombrero Room: 60 guests. Plated or Buffet
Wine Cellar: 55 guests. Plated or Off Menu	Indoors: 30 guests. In dining room	Back Patio: 40 guests. Plated or Buffet	Blue Room: 40 guests. Plated	Serape Room: 25 guests. Plated or Off Menu
Toma Rooms: tables of 10, 10, and 8. Plated or Off Menu		Toma Area: 80 guests. Plated or Buffet	Back Patio: 35 guests. Plated	Patio: 35 guests. Plated or Buffet
		1922 VIP: 20 guests. Plated or Off Menu *		

I have read and understood the above policies.

Signature _____

Date _____