

TRATTORIA TIMONE

R I S T O R A N T E I T A L I A N O

Large Party Booking Contract

Client Name: _____ Date: _____

This agreement confirms that (Name:) _____ will be hosting a large

function at Trattoria Timone Ristorante on: Event Date: _____

Start Time: _____ End Time: _____

Total Number of Guests: _____ Adults: _____ Children (12 & under): _____

Deposit Requirements

A signed contract and deposit are required to reserve your date:

- \$250 for groups of 16–24 guests
- \$500 for groups of 25–74 guests
- \$1,000 for groups of 75–159 guests
- \$5,000 for 160–240 guests (conditions apply; not available on holidays, high-volume days, high season, or weekends)

Payment Information

Credit Card #: _____ / _____ / _____ Expiry Date: ____ / ____ CVC: _____

Full Name on Card: (Please Print) _____

Signature (authorization to charge card): _____

NOTE: BY PAYING YOUR DEPOSIT YOU ACCEPT ALL THE TERMS OF THIS AGREEMENT!

To pay your deposit, you can either fill out and return this page with your payment information and signature authorizing us to process your deposit, or we can issue a secure digital link where you can pay directly, or you can call and speak with one of our managers. If you choose to speak with a manager, you will be required to return this page with your signature authorizing us to process your called in deposit.

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Timing and Duration

Early seatings have a maximum duration of 3 hours unless otherwise approved. • For early events starting at 12:00pm, all décor must be cleared and payment settled by 3:00pm. • Parties of 30 or more booked between 3:00pm and 6:00pm: 3-hour limit. • Parties under 30 in the same time frame: 2.5-hour limit. • Parties of 25 or more booked after 6:30pm must end by 11:00pm.

The client agrees to adhere strictly to the scheduled timeline.

Weekend Service & Private Event Conditions

To open Saturday Lunch (12:00pm–3:00pm)

- A minimum of **40 adult guests** is required to open the restaurant prior to our regular 4:00pm opening time.
- Minimum spend: **\$80 per person** (pre-tax; excludes alcohol and 20% gratuity).
- The minimum charge for **40 guests applies even if fewer guests attend**, as staffing, preparation, and product ordering are based on the confirmed guest count.
- Meals are prepared **only for guests who are present**.
- **Take-out meals will not be prepared for no-show guests.**
- **Take-out meals cannot be used in place of meeting the 40-guest minimum** under any circumstances.

To open Sunday Lunch (12:00pm–3:00pm)

- Same conditions as Saturday lunch apply.

Delays in guest arrival will not extend the event time.

Seating, Room Access, and Setup

The large party room seats a maximum of 60 and can be divided with privacy curtains to accommodate two smaller groups:

- Back half (with AV): 24–26 guests, only guaranteed if guest minimum of 24 is met.
- Front half (no AV): 30–32 guests, only guaranteed if guest minimum of 30 is met.

To secure one of our semi-private areas, the minimum guest as noted above is required at a minimum guest expenditure of \$80/person. Take out meals are not prepared for no shows.

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Room Buyouts (Tues–Thurs)

- Dinner: \$2,000 room fee + \$80/person (30–40 guests; excludes alcohol, tax, 20% gratuity)
- Lunch: \$1,600 room fee + \$80/person (30–40 guests; same exclusions)

Weekend (Fri–Sun) Evenings

- No buyouts:
 - 50+ guests automatically qualify for exclusivity
 - \$80/person minimum spend (excludes alcohol, tax, 20% gratuity)

Seating, Room Access, and Setup Continued

Peak season (Oct 15–Jan 15) and select holidays

- No buyouts:
 - 50+ guests automatically qualify for exclusivity
 - \$80/person minimum spend (excludes alcohol, tax, 20% gratuity) • If guest count drops below 45, the room may be opened to other diners.

Main Dining Room

- No exclusive buyouts; it is open-concept only.

Table Arrangements & Décor Fees

• Seating plans are encouraged; if not provided, the restaurant will set up tables with safety and service in mind. • Specific layouts may not be guaranteed due to accessibility and safety. • Décor/setup fees (\$100–\$500) may apply for:

- Placing décor
- Setting seating charts/place cards
- Cake/dessert table setup
- Moving furniture or heavy items

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Guest Count & Cancellation Policy

Final guest count is due 72 hours prior to event • Charges will reflect confirmed guest count or minimum required for private room, or the amount of guests originally reserved • No-shows are billed as confirmed.

Cancellation

- Full refund if cancelled 7+ days prior to the event
 - Less than 7 days: deposit forfeited
 - Additional fees may apply for late cancellations during peak times or weekends
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Food, Beverage, and Outside Cake Policy

All food & beverage must be provided by Trattoria Timone. • Outside cakes: \$4/person service fee (storage, plating, serving, cleanup) • Fee waived if you opt for your own cake in place of included desserts in a preset menu.

Conduct, Safety & Responsibility

• Aggressive behavior (e.g., yelling, swearing) will result in removal from premises. • Harassment of staff or guests is not tolerated. • Children must remain seated and supervised at all times. • The restaurant may intervene if children are disruptive or unsafe. • Client is responsible for any damages, missing equipment, or AV items. • Alcohol service will be denied to intoxicated or underage guests. • Vulgar or excessively loud behavior may lead to warnings or ejection.

Billing, Gratuity & Final Settlement

• A 20% gratuity applies to all food and beverage. • **NO SEPARATE CHEQUES for groups over 15pl.** • Remaining balance is due immediately after event. • Billing disputes must be made within 24 hours and supported with documentation.

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Liability Disclaimer

Trattoria Timone is not liable for cancellations due to events beyond its control (fire, national emergency, acts of God, etc.).

Policy Updates and Revisions

Trattoria Timone reserves the right to make changes, corrections, or updates to this Large Booking Agreement at any time. The version of the Agreement that is in effect **on the date your final guest count is confirmed** will govern your event, regardless of any prior drafts or communications. Continued planning or confirmation of your event constitutes acceptance of the current Agreement.

BY PROVIDING YOUR DEPOSIT YOU ACKNOWLEDGE AND AGREE TO ALL OF THE ABOVE TERMS OF THIS AGREEMENT

Doc: TTRF:12