

## **Terra Mediterranean Large Reservation, Private Dining, & Event Contract**

Terra Mediterranean reserves the right to place your group in a suitably sized space within the restaurant, based on the size of your group. Terra Mediterranean cannot guarantee specific rooms in advance unless Food & Beverage Minimums and Terms & Conditions are met and adhered to.

A/V equipment or music must be provided by the client. Early arrival to decorate event space is granted by request only and must be coordinated with a Manager or Event Coordinator. Confetti/Glitter type materials, nails, or taping materials to the wall or furniture are not allowed.

### **Menu & Headcount Requirements:**

All changes and additions to menu choices must be finalized at least 2 days prior to your event.

MINIMUM GUARANTEED ATTENDANCE MUST BE RECEIVED WITHIN 48 HOURS OF EVENT.

IF ATTENDANCE FALLS BELOW THE GUARANTEED NUMBER, THE CLIENT WILL BE CHARGED FOR THE GUARANTEED NUMBER. IF THE ATTENDANCE IS HIGHER THAN THE GUARANTEED NUMBER, TERRA MEDITERRANEAN WILL CHARGE FOR ADDITIONAL GUESTS.

### **Terms & Conditions:**

- **Deposits:**

In order to secure your event date, a credit card number is required for all reservations of 20 or more and if you are reserving one of our private dining rooms (regardless of the number of people).

A deposit of \$100.00 is required at that time.

Your deposit will be applied as payment on day of event.

- **Cancellation Policy:**

If you need to cancel your reservation we ask for one weeks notice prior to your reservation date.

At that time your deposit is completely refundable.

If you cancel less than 48 hours before your reservation, your deposit is non-refundable.

If you cancel less than 24 hours before your reservation, you will be responsible for the F&B Minimum.

- **Gratuity & Space Fees:**

For your convenience, we have incorporated in a 20% gratuity for the staff attending your event.

Space Fees vary by location and room rented.

*I have read the above contract and agree to adhere to the terms and conditions as well as any terms and conditions on any contract addendums, which I may sign.*

Client Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

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

Credit card number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

CVV Number: \_\_\_\_\_