

Voila the Bistro

244 Lake Ave.

Saint James, New York

(631) 584-5686 (phone) (631)584-5682 (fax)

www.VoilaTheBistro.com

Private Party Contract

Date of Contract: _____

This is a contract for services and agreement to pay for services in accordance with the terms set forth herein, between Voila the Bistro and:

Group Name: _____ ("Customer")

Contact: _____

Address: _____

City

State

Zip

Phone: Day: _____

Cell: _____

Evening: _____

Email Address: _____

For the following event:

Date of Event: _____

Type of Event: _____

Starting Time of Event: _____ Ending Time of Event: _____

Estimated Number of Guests: _____ Adults: _____ Children: _____

Voila the Bistro

Terms of the Contract

Menu Selection

_____ In consultation with Voila, the Customer shall select a food and beverage menu from the list of provided menu options. The menu option list shall be attached to this contract and initialed by the Customer and Voila.

Confirmation of Reservation

Confirmation is not made until Voila receives deposit.

Deposit

A security deposit equal to \$200, by check only is required to secure your date and will be applied to your final bill.

Deposit is not refundable.

The balance will be due at the close of the event. We accept cash, credit cards (Visa, Mastercard, Amex and Discover) and approved checks.

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Amenities and Special Services Checklist and Pricing

All amenities and additional services will be added to the final bill. Where estimates are given below, actual numbers will be the basis for the final calculation of cost.

Check Box if Required

- Floral Arrangements provided by Voila through its regular florist.
Describe number of arrangements, general color preference and price range.

Floral arrangements provided by Voila are subject to both the florist fee and tax as well as a Voila surcharge. Arrangements purchased for your event by Voila will be selected based on the price and color scheme you request, but because this is not in the course of regular business for Voila we cannot ensure an exact type or combination of flowers or style of arrangement. If you require a very specific arrangement we suggest you contact a florist directly and arrange for delivery.

- Cake made by Voila if service is available. *Availability is dependent on our staff's schedule. If the service is available, we will discuss cake options with you. Final cake description and price will be added to the contract.*
- Cake plating service (required) if outside cake brought into the Palace.
Cost is \$1.97 per person.

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Initial Estimates and Deposit Calculations

Menu Price per person _____ x Number of Estimated Adults _____ = _____

If Customer has selected appetizers in addition add total cost here or n/a: _____

If Customer has selected beverages in addition to or in lieu
of the menu options add in total cost of estimate here or write n/a:

ESTIMATED SUBTOTAL: _____

What is the minimum food and beverage requirement? _____

Is Minimum being met? _____ (Yes/No)

If no, write in the difference between minimum and Subtotal above: _____

ESTIMATED SUBTOTAL: _____

PLUS TAX (8.63%): _____

PLUS GRATUITY (20%): _____

ESTIMATED TOTAL BEFORE AMENITIES AND _____

SPECIAL SERVICE CHARGES

(x 25%)

DEPOSIT REQUIRED _____

Check Visa MC Amex Diners Disc.

Name on Credit Card _____

Credit Card # _____

Exp. Date ___ / ___ / ___