

# Matamoros Party Room Contract DATE \_\_\_\_\_

Thank you for inquiring with Matamoros regarding your event. We have one main party room which can be utilized for private occasions located on the west end of our restaurant. It has more than enough room for corporate or private meetings and also features controlled music and lighting. This room accommodates a maximum of **120** guests.

The private room policies:

A non refundable \$100 deposit Monday- Sunday is necessary to reserve your private room. Should you cancel your reservation with at least 30 days notice the deposit will be issued in restaurant credit. We require minimum revenue in order to provide you with exclusive use of this room. A \$300 food and beverage minimum is required Sunday-Thursday and \$600 food and beverage on Friday and Saturday. We ask that you select one or two entree items if you expect more than 40 guests. For events less than 40 you may select 3-4 entrees which you can choose for your guests. We have created a menu to make planning you event easier. The number of guaranteed guests is required for the host a minimum of 48 hours prior to the event.

One source of payment may be made at the conclusion of the event. We cannot except separate payments. For formal events we also offer a formal package at no additional charge. This includes white/red linen clothes and candles. Any drink special or happy hour does not apply during the events. You may provide your own entertainment at your own expense. For desserts we offer a variety of cheesecakes and traditional items. A fee will be charged for any outside dessert brought in and will be cut and served by our banquet staff. Finally an automatic 20% gratuity will be added to the final bill.

Date \_\_\_\_\_ Day \_\_\_\_\_

Time \_\_\_\_\_

Name \_\_\_\_\_

Contact \_\_\_\_\_

Event \_\_\_\_\_

Phone \_\_\_\_\_

Cell \_\_\_\_\_

Fax/Email \_\_\_\_\_

Party Room \_\_\_\_ Bar section \_\_\_\_

# PPL \_\_\_\_\_ \$ PP \_\_\_\_\_

Head Table - Yes No

Deposit \$ \_\_\_\_ Cash \_\_\_\_ Check# \_\_\_\_

CC \_\_\_\_\_

Exp \_\_\_\_ / \_\_\_\_

Signature \_\_\_\_\_

Menu Selection

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

Party Platter \_\_\_\_\_ Price \_\_\_\_

Dessert \_\_\_\_\_

Cake Fee \_\_\_\_

Cash Bar Open Bar

Limited Bar \_\_\_\_\_

Requests: \_\_\_\_\_

\_\_\_\_\_

