



## Vietnam Café Private Events Deposit Form

Please complete this form and email it to [specialevents@eatatvietnam.com](mailto:specialevents@eatatvietnam.com)

**Private Event Menu: (please circle)**

Buffet

Pre-Set

Basic Bar

Premium Bar

Host Bar

**Deposit Amount: (please circle one)**

\$300

\$600

\$1000

other \_\_\_\_\_

**Payment Information: (please circle one)**

Date of Event: \_\_\_\_\_ Day:( \_\_\_\_\_ ) Time: \_\_\_\_\_ Guaranteed No of Guests: \_\_\_\_\_

AMEX      VISA      MC      CC# \_\_\_\_\_

Name of Credit Card Holder \_\_\_\_\_ Exp Date \_\_\_\_\_ Security Code \_\_\_\_\_

Billing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address \_\_\_\_\_

I hereby authorize Vietnam Cafe to charge my credit card for private event deposit described herein.

Signature of credit card holder \_\_\_\_\_

**ROOM RESERVATION:** Thank you for your interest in Vietnam Cafe for your special event. The Following are our banquet guidelines and menus. Your reservation for a private room will be confirmed when your \$300 deposit has been received. In the event of a cancellation, this deposit is refundable two weeks prior to your function. After the two-week limit, your deposit becomes non-refundable.

**MENU SELECTION AND GUEST COUNT:** For food preparation purposes, all menu selections must be finalized one week in advance. A guaranteed head count must be received three business days prior to your event. This number will be considered final. You will be charged for your actual attendance or guaranteed guests in attendance, whichever is greater.

**BEVERAGES:** All beverages including wine, liquor, beer and coffee drinks are in addition to menu prices. Food and Beverages minimums do not include additional items such as AV equipment, flowers or other items. Minimums also do not include 20% gratuity, 8% sales tax and 10% liquor tax.

**ALCOHOLIC BEVERAGES POLICY:** All beverages must be purchased through Vietnam Cafe with the exception of wines with the following restrictions. Corkage for private events is \$35.00 per bottle 750-ml and \$55.00 per magnum bottle, our liquor license requires our staff to request proper identification of any person who might seem underage, proper identification must be produced in order to be served alcohol. We reserve the right to refuse service to any person who appears under age or intoxicated.

**BILLING:** All balances are due at the conclusion of your event. We honor Visa, Master Card and American Express. We do not accept personal checks or traveler's checks for final payment. A 20% gratuity will be charged to all food and beverage totals. All banquets are subject to an 8% sales tax and 10% liquor tax. Additional labor charges will be applied to all functions exceeding three hours in length.

**MINIMUM PURCHASE:** There is a minimum purchase of \$1500 for food and beverage, not including tax and gratuity.

**LOST ITEMS:** Vietnam Cafe is not responsible for any damage, loss or theft of equipment, merchandise or guests personal belongings