



Monte Cello's Banquet Facility Agreement

Thank you for choosing Monte Cello's for your special event!
We look forward to serving you!

This agreement is entered on _____ 20__

BETWEEN:

Monte Cello's Restaurants Inc.
2198 Babcock Blvd.
Pittsburgh, PA 15209
Phone: 412.821.0600
Fax: 412.821.8177

AND:

Name: _____

Address: _____

Email Address: _____

2 Phone Numbers: _____

(Known for purposes of this agreement as "Client")

Date of Function: _____

Type of Function: _____

Estimated Number of Guests to Attend:

- Adults: _____ Children: _____ Date: _____ Initials: _____

Final Number of Guests to Attend:

- Adults: _____ Children: _____ Date: _____ Initials: _____

☞ Due 1 Week Prior to Function (*Wakes: as soon as possible please*)

☞ The final number of guests to attend may increase but not decrease after such date. In the event there are fewer guests, the final count given is what will be billed for.

Start Time: _____ End Time: _____ Room: _____

☞ Your party room will be booked for 3-4 hours, not to surpass 4pm (for those booked in the afternoon). Please make necessary arrangements to exit facility at the designated time.

~~Menu Options~~

☞ \$16.95 Buffet

☞ \$15.95 Buffet

Food Choices:

▪ *Entrees:*

- _____
- _____
- _____

▪ *Sides:*

- _____
- _____

▪ *Salad Choice:*

- _____

☞ \$13.95 Pizza Buffet

Wing Flavor Choices:

- _____
- _____

**Children under the age of 5 are of no charge & children ages 6-12 are half price.*



Open

Cash

Other:

1. Room Fee

- a. Both a \$50, non-refundable fee and a signed contract are required to reserve your date. Once you sign and return this contract, along with the room fee, your reservation will be confirmed and considered a definite booking. This is a fee and *will not* be deducted from your final bill. As a courtesy, we waive this fee for wakes.
- b. This fee is also used to offset the cost of linens for your party. We use ivory tablecloths and napkins but these can be ordered in a variety of colors to suit your party's theme.

2. Minimum Requirements

- a. Monte Cello's requires the final attendance one week in advance of an event. Client agrees to pay for number of attendees listed on the contract. This includes those individuals accounted for in the final attendance that do not attend. No adjustments will be made for guests accounted for in the final attendance that do not attend.
- b. Food will be prepared for the final number of guests to attend given.
- c. Monte Cello's requires at least 25 **adult** guests for buffet parties or a **\$300 minimum purchase** for those approved to order off menu.

3. Party Rooms

- a. Monte Cello's offers two private rooms to choose from for your party:
 - i. The "Back Room" which is to the right of the main doors and up the ramp holds 65 guests comfortably.
 - ii. The "New Room" which is to the left of the main doors thru the lounge holds 50 guests comfortably. We **DO NOT** accept reservations between 4pm and 8pm on Friday and Saturday evenings. Therefore, this room **WILL NOT** be available for your party until **7:30pm**, as it is used as a waiting area between those times.
 - iii. If additional guests attend/will be attending, Monte Cello's reserves the right to move the party to another area of the restaurant and/or rearrange the room as efficiently and comfortably as possible for our guests and staff.

b. Decorations

- i. You may decorate how you prefer with some exceptions:
 1. Confetti or glitter of any kind is **not** permitted.
 2. Candles with an open flame are **not** permitted. Battery operated candles **only**.
 3. You may hang decorations from the walls with non-damaging adhesive. No staples, push-pins, duct tape etc. may be adhered to painted surfaces.
 4. Flowers and plants ARE permitted. May we suggest West View Floral? We'd be happy to assist you with your decorations!

4. Liability

- a. If any of the client's guests are found damaging or destroying any of Monte Cello's property in any way, these damages will be billed to the client hosting the event
- b. Monte Cello's cannot assume responsibility for loss or damage to personal property and equipment prior to, during, or following any functions.
- c. It is the policy of Monte Cello's Restaurant to always serve alcohol in a responsible manner. If alcohol is at your event, it is the law that identification be provided by anyone under the age of 30. Alcohol will not be served to any persons under the age of 21 or who appear to be intoxicated or under the influence of any other illegal substance. No outside alcohol of any kind is permitted on the premises. Monte Cello's reserves the right to cease liquor/alcohol service if necessary.

5. Desserts

- a. A dessert table will be provided upon request. Outside and homemade cookies, cakes, pies etc. are permitted. May we suggest Lincoln Bakery in Bellevue? You can order your desserts and have them delivered to our restaurant.

6. Billing and Payments

- a. On all functions there will be a 7% sales tax and 20% service charge applied.
- b. Monte Cello's accepts cash, personal or business check with matching proper identification, Visa, MasterCard, Discover and American Express credit or debit cards. The full amount of the client's bill, as well as any tabs (such as bar tabs) that a guest of the function has left without paying are the sole responsibility of the client hosting the event and are to be paid prior to leaving your function.

I, _____
Have read and understand the above terms and I am in agreement with Monte Cello's Restaurant.

Client's Signature

Date

Monte Cello's Restaurant Authorized Signature

Date