

RESERVATION CONTRACT

EVENT DETAILS

Date of Reservation	Date of Contract	Type of Occasion
Reservation Section Dining Room Patio	Reservation Start Time	Reservation End Time
Total Number of Guests	Number of Adult Guests	Number of Children Guests

CUSTOMER INFORMATION

First Name	Last Name	Best time to be reached
Phone	Email	Fax

ADDITIONAL CONTACTS (If Applicable)

<i>First Name / Last Name / Phone Number (Best time to be reached) / Email</i>
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MENU SUMMARY

<i>*Prices are based on most recent Large Group Menu and may change.</i>	Menu Set Quantity	Cost
Vegetarian - \$117 per set*		
Menu A - \$145 per set*		
Menu B - \$154 per set*		
Menu C - \$162 per set*		
Custom Menu - write menu in Additional Details		
Estimated Menu Subtotal		
Consumable Amount (if applicable - see Minimum Consumption in Terms & Conditions)		
Deposit		
Remaining Balance <u>beverages, tax & gratuity not included</u>		

BEVERAGE SUMMARY

Select Option	<i>View Beverage Menu for Tier Options</i>	Will there be a cost limit for total beverages? Only write next to the Tier you selected.
<i>Beverages will be added to bill</i>		
	Tier 1	
	Tier 2	
	Tier 3	
	Tier 4	
<i>Beverages will NOT be added to bill</i>		
	Cash bar - Guests will purchase their own beverages	

ADDITIONAL TABLE REQUEST

<i>You may have ONE additional table for your reservation.</i>	
	1 Table for:
	No additional Table

ADDITIONAL DETAILS

TERMS & CONDITIONS

Deposit (non-refundable)

A reservation won't be confirmed until a full deposit of 20% of the estimated bill and a signed contract are received. At the conclusion of your event the deposit will be deducted from your total bill. Once the deposit is rendered there will be no refunds. You can change the date only if Saladang Garden has availability. No credit for future use, transferring deposit towards another transaction or refunds will be given. In the event of tragic unforeseen circumstances (fire, national emergencies), neither party is held liable.

Minimum Consumption

We require a minimum consumption of \$25 per guest (before tax and gratuity). If your bill doesn't meet the minimum, the difference will be a consumable and can be used towards beverages and additional food. The remaining balance of any unused funds will be added to your bill.

Time Allocation

You agree to begin and end the scheduled event at the designated times. If guests are late in arriving, you understand this may affect the timeliness and flow of service.

Setup and Decorations

You may arrive one hour prior to your event to decorate for the party. All other guest must arrive at the contracted event time. If you would like to extend setup time, an additional \$200 for every 30 minutes will be charged. These arrangements must be made in advance to guarantee space. The earliest setup time for lunch is 10:30 am, no exceptions. Glitter is not allowed. Saladang Garden won't store any decorations or other items prior to your event. Only exception are custom tablecloths.

Guest List / Menu Selection

The Large Group Menu is attached to this contract. If the guest count is changed to 46 or more guests, the price will change to the Event Menu price of \$180 per set, provided we're able to accommodate the additional guests. You will need to sign the Event Contract.

Alcohol

Saladang Garden has a beer and wine license only. If you would like to bring your own wine, we have a \$20 corkage fee per 750mL bottle. In the interest of protecting our patrons and the general public, Saladang Garden's and its employees have the right to refuse service of alcoholic beverages to any patron or guest who by he/r behavior or appearance is believed to be incapable of tolerating further alcohol consumption. We don't have a hard liquor license and don't tolerate customers bringing hard liquor. If any customer refuses to remove the liquor from the premises, we have the right to refuse service.

Cake

We charge a \$30 cake cutting fee if you would like to bring a cake.

SALADANG GARDEN

External Food

Other than dessert items (cake, cupcakes, candy), Saladang Garden does not allow outside food to be brought in or served at your event.

Service Fee

A 20% service fee for food and beverages.

Payment

We allow up to three credit cards for the reservation bill. We only accept credit cards and cash.

Prior to the Event

Saladang Garden won't assume responsibility for damages, loss to any merchandise or articles left in the room prior to or following an event. You may contact us at 626-793-5200.

DEPOSIT INFORMATION

We only accept credit cards or cash.

Amount	Type of Payment	Deposit Date
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MENU SUMMARY ACKNOWLEDGEMENT

I have reviewed the Menu Summary and confirm the estimate menu set count for my event. I understand the menu must be confirmed 4 days prior to the reservation date. I understand beverages aren't included in the estimate and will be added to the bill on the day of my event. **If my guest count is changed to 46 or more, I understand the price per set will change and I will need to sign the Event Contract.**

Customer's Signature (By typing your name, you are signing this contract electronically)	Date
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CONTRACT ACKNOWLEDGEMENT

This is a contract for services and agreement to pay for services in accordance with the terms and conditions set forth above, between Saladang Garden and the customer on page one of the contract. **I have read and agree to all of Saladang Garden's policies. I acknowledge all the conditions, as well as authorization to charge the non-refundable 20% deposit.**

Customer's Signature (By typing your name, you are signing this contract electronically)	Date
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