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## PRIVATE DINING CONTRACT

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**1) Contract and Deposit** – a signed private dining contract with a documented credit card is required to guarantee the room. Please note that there is no deposit due.

**2) Room Charge** – If room minimums are not met, the room rental fee is \$200.00 for the Camellia Room (20 people); \$200.00 for the Solarium Room (40 people). This fee will incur applicable tax and gratuity charges and is added to the bill the day of.

**3) Cancellations** – Cancellations must be made 14 days prior to the event. For all cancellations within 14 days of the event the credit card on file will be charged a \$200.00 *non-transferable, non-refundable cancellation fee*. Cancellation fees are subject to change during the holiday season.

**4) Menu Selection** – Ruffino's must have menu selections 10 days prior to the event date, unless alternate timeline otherwise agreed upon. Ruffino's will charge for 85% of the guaranteed number of guests, or the total number served, whichever is greater. Our private dining menus offer pre-set dining options from which to choose. Groups 20 people or larger, are required to offer a pre-set menu option. If the menu selection is not received within the 10-day time frame, we will create the menu based on our product availability. For groups of 20 people or more, food must be on one check.

**5) Guest Guarantee** – Ruffino's must have a guest count confirmation 7 days prior to the event. Ruffino's will consider this number the maximum guest count anticipated and will set the table for no more than this number. If a guest count confirmation is not received 7 days prior to the event, Ruffino's will consider the original expected guest count on Page 4 of this contract as the final guest count. Ruffino's considers the guest count guarantee to be the final count confirmation given 7 days before the event and will charge for no less than 85% of the guaranteed headcount, or for the number of meals served, whichever is greater. The guaranteed guest count will be charged as a separate fee and will incur applicable tax and gratuity charges.

**6) Pricing** – The prices quoted herein for any event taking place within ninety (90) days after the execution of this contract are firm. The price for any event taking place more than ninety (90) days after the execution date of this contract are subject to change without notice; however, Ruffino's guarantees food and beverage price increase that impacts executed contracts will not exceed ten (10%) percent. Private Dining clients must confirm menu pricing 7 days in advance of the planned event.



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**7) Food and Beverage** – All food and beverage must be purchased and prepared by our Ruffino's team. No outside food or beverages are allowed. The only exceptions are birthday and wedding cakes. Please make arrangements with our team on delivery of specialty cakes.

**8) Final Payment** – Final payment for the event must be made at the conclusion of the event. If payment is not provided at this time, the card on file will be charged for the total event charges including tax and gratuity charges. Payments may be made by cash or credit card. No personal checks are accepted. **For groups of 20 or more people, food must be on one ticket.**

**9) Tax and Gratuity** – 20% gratuity and 8.45% sales tax will be added to all events.

**10) AV Equipment** – Video presentations, screen projectors, microphones and/or P.A. systems are welcome at your event. Please notify us of your AV needs and we will gladly make arrangements on your behalf. A nominal fee will be charged for this service and will incur applicable tax and gratuity charges. Outside equipment is allowed only with prior approval from a Ruffino's Representative. All audio-visual needs must be advised of no less than 48 hours prior to the event start.

**11) Room Access** – You will be granted access to the private dining room 2 hours prior to the event start time for set up unless other arrangements have been agreed upon with the Ruffino's Representative. **You will be charged a \$100.00 fee for every additional half hour that your party occupies the dining space past regular restaurant closing time.** *This includes the time it takes to remove any decoration that are put up by guests.*

X \_\_\_\_\_ *Initial here after reviewing room access clause*

**12) Decorations** – *Decorations must not be attached to the buildings by using nails, staples, or cellophane tape. Masking tape, open flame candles, elevated candles, confetti, glitter, silly string, loose feathers, fog machine, and any other items that may impact service are not allowed in the restaurant. Balloon arches and backdrops are not allowed in the Ruffino Room. Ruffino's reserves the right to refuse any décor item that is harmful either to the property, its assets and contents, or its employees. A \$250 cleaning/removal fee resulting from the use of banned décor items will be the responsibility of the client.*

X \_\_\_\_\_ *Initial here after reviewing decorations clause*

**\*\*ALL DECORATIONS MUST BE APPROVED BY THE EVENT COORDINATOR AHEAD OF TIME\*\***



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**13) Quality Standards** – Ruffino's reserves the right to enforce its quality standards concerning dress and decorum at all events. Ruffino's reserves the right to refuse service to any person, in the sole discretion and judgement of its management team, that appears to be under the influence of alcohol.

14) The client agrees to indemnify release and hold harmless GIR Properties, LLC, d/b/a Ruffino's Italian Restaurant, its agents, assigns, or employees for an expense incurred, including attorney's fees, arising as a result of an injury to persons or damage of property, or any other claim whatsoever resulting from the client's use of the premises located at 921 Camellia Blvd, Lafayette, Louisiana.

15) GIR Properties, LLC, d/b/a Ruffino's Italian Restaurant is not responsible for damages to or the theft of vehicles or contents thereof during the scheduled event or for any lost or stolen items.

*This contract is made in the State of Louisiana and shall be construed and enforced in accordance with the laws of such State. The Private Dining Contract constitutes the entire agreement between parties and may not be modified or amended except by instrument in writing signed by both the client and Ruffino's. "The undersigned acknowledges that he/she has read and understands the Private Dining Contract including terms and conditions. By signing below, the undersigned accepts this contract and agrees to comply with the same.*

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**Signature**

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**Date**



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**PRIVATE DINING CONTRACT**

Event Date: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Room Requested: SOLARIUM - CAMELLIA ROOM

(3-hour room rental)

Host Arrival Time: \_\_\_\_\_

Estimated Guest Count: \_\_\_\_\_

\*Final guest count guarantee due 7 days prior to event\*

Guest(s) of Honor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Menu Selection:** \_\_\_\_\_

BAR SELECTION: **Circle one** - OPEN - LIMITED. - CASH

SALAD: \_\_\_\_\_

4 ENTREES: \_\_\_\_\_

DESSERT: \_\_\_\_\_

Type of Credit Card: Visa, MasterCard, American Express, Discover

Credit Card #: \_\_\_\_\_ Exp: \_\_\_\_\_ CVV: \_\_\_\_\_

Card Name: \_\_\_\_\_



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I hereby authorize Ruffino's Italian Restaurant to debit the above credit card in the amount of \$200 in the event that I cancel my event less than 14 days prior to the event date. I understand that this fee is non-refundable, and non-transferable.

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***Signature***

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***Date***