



PRIVATE DINING CONTRACT

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.

Food & Beverage Minimum

Food and Beverage Minimums are required for each dining room. Minimums must be met before the inclusion of tax and gratuity charges. Food and Beverage minimums, vary please see Event Coordinator for specifics.

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.

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 at least 85% of the number of guests given the Monday prior to your event, or for the total number served, whichever is greater. Our private dining menus offer pre-set dining options from which to choose. Groups larger than 20 persons 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.

Guest Guarantee

Ruffino's must have a guest count confirmation the Monday prior to the event. Ruffino's will consider this number the maximum guest count anticipated. If a guest count confirmation is not received the Monday 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 85% of the final count confirmation given the Monday prior for the event and will charge for no less than 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. This fee is separate from the food and beverage minimum.

Pricing

The prices quoted herein for any event taking place within ninety (90) days of this contract's execution 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 10 days in advance of the planned event.



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.

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.

Tax and Gratuity

20% gratuity and 10.5% sales tax will be added to all events. Please check your private dining selections as some pricing includes tax and gratuity.

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. 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.

Room Access

You may occupy the private dining room until one hour past restaurant closing time on the weekdays, and until regular restaurant closing time on the weekends (Friday-Sunday). You will be charged a \$100.00 room fee for every additional half-hour that your party occupies the dining space past regular restaurant closing time. Luncheon groups may occupy the dining space until 3pm and are afterwards subject to the same \$100.00 room fee.

Decorations

Ruffino's reserves the right to refuse any décor item that is harmful either to the property, its assets and contents, or its employees. 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 machines, chargers, and any other items that may impact service are not allowed in the restaurant. Balloon arches and backdrops are **not allowed** in the Ruffin 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 using banned items will be the client's responsibility.

Initial here after reviewing the decorations clause

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



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 18811 Highland Road, Baton Rouge, Louisiana.

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.

Signature

Date



PRIVATE DINING CONTRACT

Event Date: _____

Event Name: _____

Host Arrival Time: _____

Estimated Guest Count: _____

Arrival Time: _____

Guest(s) of Honor: _____

Contact Person: _____

Mailing Address: _____

Cell Phone: _____

Email: _____

Menu Selection: _____

Bar Selection: _____

Menu Specifics for applicable Courses: _____

Table Arrangements/Set Up Specifics _____

A/V Equipment Needed: Television Speaker Microphone

One Check Separate Checks

Type of Credit Card (circle one): Visa | MasterCard | American Express | Discover

CC #: _____ Exp: _____

Name on Card: _____

CVV Code: _____ Zip Code: _____

Use for Event Payment Do Not Use for Event Payment

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.

Signature _____

Date _____



FOOD AND BEVERAGE AGREEMENT

All private events are required to meet a Food and Beverage Minimum. Food and Beverage Minimums vary, and the Event Coordinator will communicate these minimums prior to each event.

Food and Beverage Minimums reflect the total cost of food and beverage purchases, excluding corkage fees, prior to tax and gratuity charges, required for each event.

Un-met Food and Beverage Minimums will result in an un-met room fee charged for the difference. The un-met Food and Beverage Minimum is non-transferrable.

Food and Beverage Minimums are a separate charge from the guest guarantee.

The client agrees to a minimum food and beverage expenditure of \$ _____ for the event specified on page 4 of the Private Dining Contract. In the event that the total amount spent on food and beverage is less than the agreed-upon minimum, the client will be responsible for paying the remaining balance to meet the minimum requirement as outlined in the contract.

I hereby agree to the Food and Beverage Minimum set forth by Ruffino's Italian Restaurant.

Signature

Date



PRIVATE DINING FAQ

1. DO YOU REQUIRE A DEPOSIT TO RESERVE A PRIVATE DINING ROOM?

A valid credit card number is required to secure ALL reservations in a private dining room. The credit card number must be received upon booking your event. No charges are applied to the card except in the event of a cancellation. If cancellation occurs within 14 days of the scheduled date, the cancellation fee of \$200.00 is non-refundable and non-transferable.

2. WHAT IS THE MAXIMUM NUMBER OF GUESTS THAT EACH ROOM CAN ACCOMMODATE?

There is no guest minimum for our private dining rooms, only a food & beverage minimum. The maximum capacity for the private rooms is as follows:

- **Ruffin Room:** Maximum of 24, Maximum of 16 with Presentation Style Seating | Cocktail up to 20
- **Chianti Room:** Maximum of 50, Maximum of 36 with Presentation Style Seating | Cocktail up to 75
- **Vino Room:** Maximum of 100, Maximum of 42 with Presentation Style Seating | Cocktail up to 120

*** A portion of the Vino room can hold the same maximum as our Chianti room*

3. IS THERE A ROOM RENTAL FEE?

The room rental fee only applies when the food & beverage minimum for a given room is not met. This fee will be applied to the final bill the evening of the event and is subject to gratuity charges.

4. WHAT ROOM WILL MY PARTY BE PLACED IN?

We reserve the right to place your party in the location that will best fit your needs. Requests are welcomed and will be accommodated if possible.

5. FOOD AND BEVERAGE MINIMUMS

Food and Beverage Minimums are required for each dining room. Minimums must be met **before the inclusion of tax and gratuity charges**. Food and Beverage minimums, vary please see Event Coordinator for specifics.

6. WHAT ARE THE MENU OPTIONS AND PRICES FOR EACH OF THE PRIVATE DINING ROOMS?

The regular a la carte menu is available for private parties of 12-20 guests. Any party more than 20 must select one of the pre-set private dining menus.

- All luncheon events are required to offer a pre-set menu on days that we are not typically open during lunch hours
- All menu selections are needed no later than **10 days prior** to your scheduled event
- Dinner Menu #1 is available Sunday-Thursday **only**
- Dinner Menu #1 and #2 **are not** offered in the month of December



7. WHAT ARE THE BAR/LIQUOR OPTIONS?

Liquor is charged by consumption. Please note the only way to know the exact cost is to set a bar tab. We offer:

- Open Bar (wine, beer, and mixed drinks) | Three tiers of Open Bar available
- Beer and Wine Only
- Cash Bar (individual tabs will be started for guests with applicable gratuity charges)

8. HOW ARE THE TABLES ARRANGED FOR PRIVATE PARTIES

Parties may choose from the following:

- **Ruffin Room:** 15-24 without A/V: 1 large square
Up to 16 with A/V: U-Shape
- **Chianti Room:** up to 24: Square
0-36 with A/V: Crescent Rounds
30-50 without A/V: Round tables ONLY
- **Vino Room:** up to 60 with A/V: Crescent Rounds
All other parties in the Vino room are set in Round Tables

9. CAN A PRIVATE PARTY HAVE SEPARATE CHECKS?

Separate checks are only available for groups of 20 guests and smaller. The Event Coordinator must be informed, in advance, if separate checks are required.

10. DOES RUFFINO'S SUPPLY A.V. EQUIPMENT?

We have limited in-house audio-visual equipment available for an additional fee. If you need A/V equipment, the order must be placed 48 hours in advance. The A/V charge will be added to your final bill on the night of your event. Third party A/V is allowed with a 48-hour notice.

11. DOES RUFFINO'S HAVE INTERNET ACCESS?

We have free wireless internet access in every room and wired Ethernet access in the Ruffino room (cable not supplied). Bandwidth is limited to 1.5Mbps at peak performance. The WIFI is secured and the login and password is available upon request.

12. WHAT ADDITIONAL CHARGES WILL I SEE ON MY BILL?

Food, water, and tea are included in the price of our private dining lunch menus. For dinner menus, the price includes food, water, tea, soft drinks, and coffee. There will also be 10.5% sales tax, and 20% gratuity applied to the check. In If minimum guest guarantee and F&B minimum are not met, a room rental fee may apply and is subject to gratuity fees.

13. WHEN WILL I BE ABLE TO ACCESS MY ROOM?

Room access is generally available as follows:

- **Luncheons:** 10:00am the day of the luncheon
- **Dinner Events:** 2 hours prior to event start time

***We will be happy to make other arrangements if the room is available at a time more convenient for you*



14. ARE DECORATIONS ALLOWED?

Ruffino's reserves the right to refuse any décor item that is harmful either to the property, its assets and contents, or its employees. 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 machines, chargers, and any other items that may impact service are not allowed in the restaurant. Balloon arches and backdrops are **not allowed** in the Ruffin 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 using banned items will be the client's responsibility.

15. HOW LONG IS THE ROOM RESERVED FOR?

You may occupy the private dining room until one hour past restaurant closing time on the weekdays, and until regular restaurant closing time on the weekends (Friday-Sunday). You will be charged a \$100.00 room fee for every additional half-hour that your party occupies the dining space past regular restaurant closing time. Luncheon groups may occupy the dining space until 3pm and are afterwards subject to the same \$100.00 room fee.