

# **Bellacino's<sup>®</sup>** **Pizza & Grinders**

3657 FISHCREEK ROAD STOW, OH 44224 • P: 330.678.3000 • F: 330.678.8971

## **Bellacino's Banquet Facility**

Thank you for considering Bellacino's for your upcoming event. We know that you want the very best for your party that we have to offer. We, the staff at Bellacino's, promise to give you attention to detail, excellent service and most importantly, delicious food all at a reasonable cost. We offer all our entrees from our regular Bellacino's menu plus some additional items. We have a dance floor if you would like to use that at your event.

For those of you, interested in our facility for business meetings, we will have a large screen HDTV with a DVD player and a podium with a microphone. We have free WiFi service available throughout the restaurant including the banquet room for your convenience.

If you have any questions regarding our banquet facility or would like to schedule your event, please contact our Banquet manager at 330-689-1000.

*The staff at Bellacino's looks forward to serving you and your guests and making your event unforgettable.*

Upon booking your event with Bellacino's Banquet Facility, we will reserve your banquet room for seventy-two (72) hours. Your contract must be signed and returned with a security deposit within the 72 hour period.

Cancellations: All cancellations must be made in writing prior to the scheduled event, unless otherwise stated in your contract.

Guarantees: A final guarantee of the number of guests in attendance of your event must be made ten (10) days prior to the actual event date. If an advance guarantee is not received, Bellacino's Banquet Facility reserves the right to charge the amount equal to the number shown on the original signed contract. If the final food and beverage guarantee is less than the number stated in your contract, Bellacino's Banquet Facility will charge you for the number of guests stated in your contract.

Additional Charges: All events booked through Bellacino's Banquet Facility are subject to an 18% service charge and current local sales tax. A \$100.00 Set-up and linens fee will be added to your total invoice.

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Tax-exempt organizations are required to present a Tax ID number for our records.

Bellacino's Banquet Facility reserves the right to adjust prices for banquets booked for 2010 based on the current cost index.

## **Security Deposit & Payment Structure**

Security Deposit: At the time of booking the Event, the Customer shall pay a Security Deposit of \$250.00 for the Bellacino's Banquet Facility. The Event will not be officially booked until the Security Deposit has been paid in full. In the event that there is damage to Bellacino's Banquet Facility, it's equipment, or other property arising out of or related to the Event, Bellacino's Banquet Facility shall be entitled to apply the Security Deposit to the replacement of any damaged property, as applicable, in the sole discretion of Bellacino's Banquet Facility. In the event that the cost to repair such damage or to replace such property exceeds the security deposit, Customer agrees to pay the amount of such excess to Bellacino's Banquet Facility immediately upon receipt of any invoice. In the event that there is no damage, the security deposit or the unused portion thereof, if applicable, shall be returned to the Customer within one week following the Event.

Payment Structure: No less than ninety (90) days (\_\_\_\_\_ ) prior to the Event, Customer shall deliver to Bellacino's Banquet Facility a prepayment toward the price of the Event in an amount of 50% of the anticipated price of the Event, based on the Selection Sheet as amended to that date. No less than forty-five (45) days (\_\_\_\_\_ ) prior to the Event, Customer shall deliver to Bellacino's Banquet Facility an additional pre-payment toward the price of the Event in an amount of 25% of the anticipated price of the Event, based on the Selection Sheet as amended to that date. No less than ten (10) days (\_\_\_\_\_ ) prior to the Event, Customer shall deliver to Bellacino's Banquet Facility a payment for the balance of the price of the Event, based on the Selection Sheet as amended to that date. The number of attendees shall be guaranteed at that time. The total price for the Event will be based on this guaranteed number. Any payments not made per the contract will be subject to 5% interest. Any additional charges accrued the day of the Event must be paid the day of the Event.

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Cancellation: In the event that the Customer elects to cancel the Event more than one hundred eighty (180) days prior to the date of the Event, Bellacino's Banquet Facility shall refund the Security Deposit in full. The Customer shall have no further obligation to Bellacino's Banquet Facility. In the event the Customer elects to cancel the Event more than sixty (60) days prior to the date of the Event, Bellacino's Banquet Facility shall retain the full Security Deposit. In the event that the Customer elects to cancel the Event more than thirty (30) days prior to the date of the Event, Bellacino's Banquet Facility shall retain 50% of the pre-payment.

Notice of Cancellation: Any and all notices to either party required or permitted pursuant to this Agreement, including any notice of cancellation, shall be made in writing and shall be sent to the other party at the address set forth in the first paragraph of this Agreement.

Entire Agreement: This Agreement, and Selection Sheet, and any written amendments to this Agreement and/or Selection Sheet, embodies the entire Agreement between the parties with respect to the subject matter hereof and supercedes any and all understanding, oral or written, with respect thereto.

All prices are subject to an 18% service charge and current local sales tax.

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*THIS AGREEMENT has been signed by the parties on the date shown below:*

**BELLACINO'S BANQUET FACILITY:**

BY: X \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CUSTOMER:**

BY: X \_\_\_\_\_ DATE: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Approximate Number of Guests: \_\_\_\_\_

Nature of Event: \_\_\_\_\_