

# CAFE LA SCALA

Italian Restaurant Bar and Cafe

376 FIRST STREET, LOS ALTOS, CA 94022

650 917 0300 -- dinelascala.com -- dine@dinelascala.com

## EVENT RESERVATION AND AGREEMENT FORM

Date of event \_\_\_\_/\_\_\_\_/\_\_\_\_ Day \_\_\_\_ Time \_\_\_\_ AM/PM

Contact person \_\_\_\_\_ Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Group/Event name \_\_\_\_\_

Personalized Menu Headline \_\_\_\_\_

Telephone ( ) - Mobile ( ) -

E-Mail \_\_\_\_\_

Cocktails/wine included before event? \_\_\_\_ Yes \_\_\_\_ No

Cocktails/wine included during event? \_\_\_\_ Yes \_\_\_\_ No

Event dining area \_\_\_\_\_

Number of guests \_\_\_\_\_

Credit card No. \_\_\_\_\_ (Visa/MC/Amex)

Expiration date \_\_\_\_/\_\_\_\_ CVV# \_\_\_\_ Zip \_\_\_\_

To reserve a private dining room there will be a minimum spending of food and beverage \_\_\_\_\_ (initial)  
10 to 15 peoples \$750 - 16 to 25 peoples \$1,500 - 26 to 50 people \$2,500 - 51 to 60 peoples \$3,500 - 61 to 100 peoples \$5,500  
(Plus, tax and gratuity) Deposit amount half of the minimum spending (not show or cancel your will be charge deposited amount. On days we are not open, minimum spending price changes depending on the size of your party. Please contact management.)

For those last minute, if a room is still available, we will gladly seat you in a private room with no requirement.

Corkage fee is \$20 per 750ml with a maximum of 3 bottles (up to 2 bottles no fee) from your personal collection per group.

\*\* 20% Gratuity and California sales tax will be added to the final bill. \_\_\_\_\_ (initial)

\*\*\* Cancellations will be accepted 7 days prior to the event date in writing with a full refund. A final guest count must be provided to La Scala 48 hours prior to the event. You will be billed, at the minimum, per guest based on this number and La Scala will not be responsible for fewer than anticipated attendance. Additional guests will be billed at the predetermined per person fee.

Any special equipment/service procurement for your event, such as live music, will result in additional charges to the client. In addition, any loss or damage that may result during the activities related to this event will be the responsibility of the client. \_\_\_\_\_ (initial)

Please choose from our regular menu – two appetizers, two salads, three entrees, two deserts and two appetizer you wish and send along with contract. (Or special's request entrees minimum of twelve orders out of menu)

Not: No pizzas for the parties

Special instructions:

\_\_\_\_\_  
\_\_\_\_\_

Customer name and signature

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