



2355 Chestnut Street San Francisco, CA 94123

Date of Event:

Name of Event:

Contact:

Name:

Phone:

Time of Event:

Number of Guests:

(All menu items are subject to change due to item availability)

Wine: To be Determined

Food:

<u>Size of Party</u>	<u>Length of Event</u>	<u>Amount</u>
10-12 guests	Partial Evening (not private)	group dining menu
13-22 guests	Private rental of atrium (partial evening)	group dining menu+\$400 room fee
13-22 guests	Private rental of atrium (entire evening)	group dining menu+\$1000 room fee

1. Menu is subject to change based on availability of sustainable and seasonal product
2. Group Dining menu is \$55.00 per person not including beverage.
3. All guests are required to order off of A16's group dining menu
4. A partial evening rental is either from 5:30 - 8:00 or from 8:30 until close
5. Any group larger than 12 guests requires a room charge for private rental of the atrium \$400.00 for partial evening or \$1000.00 for the entire evening

6. Groups scheduled for the first seating must be out by 8:00 PM. A \$50 late fee will be assessed for every 15 minutes thereafter. Second seating begins at 8:30.
7. Total number of guests must be confirmed **48 hours** prior to day of event. A16 will use the confirmed count as the guarantee for the day of the event.
8. In the event that you need to cancel your reservation you must do by emailing either Penelope@a16sf.com or Rachele@a16sf.com **no less** than 7 (seven) days before the event or A16 will be entitled to charge a cancellation fee of **\$400.00**
9. The event total is subject to a 20% gratuity, which is taxed due to California law. Also a 4% surcharges for San Francisco health and labor ordinance will be added.
10. A16 is not responsible for lost or stolen articles during the time of your event.
11. A16 is not responsible, if through fire, flood or other emergency conditions, it is unable to fulfill this agreement.

Contact signature

Date

Penelope Grill

Date

I authorize A16 Restaurant to charge my credit card for a cancellation fee of \$400.00 if I fail to cancel my reservation within 7 days of my reservation.

This credit card number will secure my reservation and will only be charged a cancellation fee if I fail to give adequate notice of my cancellation.

Credit Card Type: _____

Name on Card: _____

Credit Card Number: _____

Expiration Date: _____

Billing Address: _____

Telephone Number: _____

Other Special Instructions: _____

Cardholder Signature: _____