

# A 16

## LARGE PARTY INFORMATION

Thank you for considering A16 Restaurant for your private event.

A16 Restaurant offers an intimate dining space in our lovely atrium which accommodates up to 22 guests. Parties of 10-14 do not have the entire use of the atrium space. All parties 15-22 will be sat in the atrium.

We accept reservations for large parties (10-22 guests) for Sunday through Thursday. Large parties do not require a pre-set menu. You are always welcome to consult with our Sommelier regarding wines for your event.

As our space is limited in size and we wish to honor all reservations promptly, we request that parties adhere to the time allotment we have for reservations. **A \$25 fee will be incurred if parties continue beyond given time allotment.**

<u>Size of Party</u>	<u>Length of Event</u>	<u>Amount</u>
10-14 guests	Partial Evening (not private)	\$65 per guest minimum (pre tax & gratuity)
15-22 guests	Private rental of atrium (partial evening) (from 5:00pm-8:00pm or from 8:30 – the end of the night)	\$1,500 minimum (pre tax & gratuity)
15-22 guests	Private rental of atrium (full evening)	\$3,000 minimum (pre tax & gratuity)

The minimum spent is dependent on items ordered for the overall group, not per guest. (Ex., the total minimum spent for 10 guests is \$650). This minimum includes the total cost of food and beverage, excluding tax and gratuity. A sales tax equivalent to 9.5% and a gratuity of 20% will be added. If the said minimum is not met, there will be a charge added to the bill for the difference.

### **Additional Information**

A16 offers a selection of cakes made to order from our pastry chef. You are welcome to place an order with at least 48 hours notice prior to the event. Orders for cakes require prepayment. Otherwise, if you choose to bring your own cake, our cake fee is \$4 per person.

Should you choose to bring your own wine for your event, our corkage policy is \$30 per 750ml bottle. However, the corkage is waived on a one-to-one ratio if you purchase additional 750ml bottles of wine from A16.

Cancellations occurring within 48 hours of the date of the event will result in a charge of \$75 to the credit card used to confirm the reservation.

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## **LARGE PARTY AGREEMENT**

- Cancellations occurring within 48 hours of the date of the event or no-shows will result in a charge of \$75 to the credit card confirming the reservation.
- Cake orders must be placed at least 48 hours prior to the date of the event and must be pre-paid.
- All food and beverage charges are subject to 9.5% tax and 20% gratuity.
- A16 will present one bill to the party.

The undersigned acknowledges that they have read and understand the stipulations outlined on this Party Agreement and the corresponding Atrium Party Information sheet, and accepts this agreement, and complies with the minimum requirement per person of \$65 excluding tax and gratuity, or a minimum of \$1,500/\$3,000 for full atrium rental excluding tax and gratuity.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## **EVENT INFORMATION**

NAME/TYPE OF EVENT: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_

TIME OF ARRIVAL: \_\_\_\_\_

NUMBER OF GUESTS: \_\_\_\_\_

WINE SELECTIONS: (SOMMELIER ASSISTANCE AVAILABLE FOR SELECTIONS)

CONTACT NAME: \_\_\_\_\_

ORGANIZATION (IF APPLICABLE) \_\_\_\_\_

CONTACT EMAIL ADDRESS: \_\_\_\_\_

HOME/CELL NUMBER: (\_\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ SECONDARY PHONENUMBER :(\_\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

FAX NUMBER: (\_\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

NAME AS IT APPEARS ON CARD: \_\_\_\_\_

CREDIT CARD: VISA \_\_ MASTERCARD \_\_ AMEX \_\_ DINERS CLUB \_\_

CREDIT CARD #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ EXP: \_\_\_\_/\_\_\_\_

## **PAYMENT INFORMATION**

Please select one:

(\_\_\_\_) I wish to have the check presented on the day of the event and will offer a valid credit card for signature.

(\_\_\_\_) I do not wish to have the check presented on the day of the event and authorize A16 to charge the credit card number listed above. SIGNATURE \_\_\_\_\_

PLEASE FAX COMPLETED FORM TO 415.771.2221.