

Holly Hutchens – Event Coordinator  
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# CASA

## Room Rental Agreement for Casa! Ristorante Banquet Facility 7545 W. Jefferson Blvd

- A \$100 deposit and signed Room Agreement required to confirm all events.
- Menu is due 5 business days prior to scheduled event.
- Final guest count is due 3 business days prior to scheduled event.
- Guests are responsible for reading the Casa! Ristorante Event Planner. If you have any questions or would like further explanations of the room policies, please contact the Event Coordinator, before submitting deposit and Room Agreement.
- Confirmation of the event will be emailed for your records.

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Reservation Date: \_\_\_\_\_  
Day of the Week                      Month                      Day                      Year

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

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

Tentative Number of Guests: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Occasion: \_\_\_\_\_  
Birthday \*Rehearsal Dinners\* Business Meeting\* Anniversary \* Retirement \*Family Gathering

Credit Card Type: V MC DIS AMEX Expiration Date: \_\_\_\_\_ CVV#: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Card Number: \_\_\_\_\_ Check#: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_ (No cash deposits please)

*Casa Ristorante Banquet Facility **does not put a hold, charge the credit card or cash the check** that was provided for the deposit, **unless** a cancellation notice is unfulfilled. Deposit will not be used for payment towards event. Payment in full will be due at the conclusion of your event.*

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**\*\*By signing below I agree that I have read and understand the terms outlined in the Event Planner for reserving the Casa! Ristorante Banquet Facility. I understand that 18% gratuity will automatically be added to all checks. A \$75 Room Fee will be added to the final check if less than 25 adults attend. No separate checks will be allowed.**

Contact/Guest Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Casa Event Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_