

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: _____