



127 First St | Benicia, CA 94510
p. 707-805-0575 | f. 707-745-3803

Party Event Contract & Details

Name:

Date:

Time:

of Guests:

Email:

Minimum Food
& Beverage:

Phone number:

Menu Choice:

(please check one
box)

- \$24 Menu
- \$32 Menu
- \$40 Menu
- \$48 Menu
- \$58 Menu
- \$68 Menu

Additional Notes:

Credit Card # _____ Code: _____ Expiration Date: _____

Cardholder Address: _____ State: _____ Zip code: _____

Cardholder Name: _____ Signature: _____

Policy: We have a 7 days cancellation policy. **Reservation can only be canceled or change by e-mail.** If you cancel your party event after the 7 days, the credit card will be charged a \$500 cancellation fee. We ask for a final head count 72 hours prior to your event. Food and beverages in the restaurant are subject to a 20% service charge (gratuity). Payment is due in full the day of the function. We accept Cash, Visa, MC, AMEX and Discover. Menus will be printed and placed on table for your guests: and they will choose from that menu. Loss or damage by client will be billed separately after event. Any special rental equipment needed for an event will be ordered from a rental company and billed directly to you. Live music that is contracted for an event will also be billed directly. Loss or damage by client will be billed separately after event. In order to service your group properly, it is important that you arrive on time. If your party is going to be delayed by 15 minutes or more, we will do our best to accommodate your group based on your actual arrival. Bella Siena reserves the right to change room venues if the group size should change. Bella Siena shall have the right at any time to cancel this agreement without penalty or charge at any time based on situations out of its control such as fire, flood, earthquake, etc. Please let us know of any dietary restrictions. Please don't forget your belongings; we are not responsible for lost items. Please notify us of any food allergies. Thank you.