



Rosa's Banquet Room Policies and Confirmation Page

Phone # (804) 458-8744
Fax# (Call Ahead) (804) 458-8780

Name or Party/ _____

Group _____

Date of Party _____

Time of Party _____

of Guests _____

Contact Name _____

Contact # _____

Please read, initial where requested, and sign and date the bottom to accept these policies.

1. Our banquet room holds up to 75 people. **It is the coordinator's responsibility to make sure all guests adhere to the set policies.** _____

Initials

2. Parties of 20 or more are required to be a set menu or buffet style. _____

Initials

3. **You are required to pay for your Final Head Count.** A Final Head count must be given **24 hours prior to event or you will be charged for the original count given.** _____

Initials

4. **The group is to be billed on one check.** A 20% gratuity and 9.5% sales tax will be included on the bill. _____

Initials

5. **A 48 hour cancellation is required.** You are required to call the restaurant (458-8744) and speak directly with a manager: Anna, Lydia or Viki. **Do not leave a message.** If notice is not given in adequate time you will lose your deposit. _____

Initials

6. **A \$50.00 deposit is required to reserve banquet room for 2 hours.** If all rules are followed, deposit will be returned at the end of the event. An additional charge of \$50 per half hour will be applied to parties requiring extra time. **Notice required for time extensions. IF NOTICE IS NOT GIVEN HARGE IS AUTOMATICLLY APPLIED.** _____

Initials

7. Buffet parties are set for "all you can eat HERE." **No carry out boxes can be supplied.** _____

Initials

8. **No outside food or drink allowed.** (Exceptions will be made for cake/dessert) _____

Initials

9. Decorating is allowed. **Notice must be given for moving tables. NO GLITTER, TINSEL OR CONFETTI.**

Initials

10. All guests are to park in the **REAR** of the building facing the Econo Lodge or our Banquet Room. Please leave front parking open for our elderly.

Initials

11. Deposit and Banquet Room Policies and Confirmation Page must be given to a manager. **No Banquet is confirmed until the manager receives these. No Exceptions.**

Initials

As the responsible party for this reservation, I understand the above policies and procedures and agree to them. I will take responsibility for the final bill and any assessed fees that may occur due to the above outlined policies. I will be present at the event.

Signature: _____

Date: _____

Printed Name: _____

Buffet Pricing

price includes Food of Choice, Soda/Tea, Tas, and 20% Gratuity

Directions

1. Pick you First Entree. This will be the Base Price for your Buffet.
2. If you decide you would like a 2nd **and/or** 3rd Entree, that would cost the Additional. You will add these prices to the Base Price of the 1st Entree (Adult and Child Price)

Please Call For An Appointment 804-458-8744