



3400 Fosterburg Road Alton IL 62002

Phone (618) 462-4620

Fax (618) 462-0233

Email: pmtmoonlight@gmail.com

www.castellis255.com

Banquet Agreement

Important Information

Agreements should be returned as soon as possible. Banquets will be scheduled on a first come first serve basis after completing your agreement and \$125 deposit. Deposits will be returned if the event is cancelled within fifteen (15) business days, otherwise no refund will be given.

Name _____ Company/Organization Name _____

Type of Event _____ How often is this event held? _____

Address _____ City _____ State _____ Zip _____

Email Address _____

Telephone Number (Day) _____ (Night) _____ (Cell) _____

Date of Event _____ How did you hear about Castelli's Restaurant? _____

Attendance Confirmation must be received a minimum of seven (7) business days in advance of your event. This will be the minimum number of guests you will be responsible for. Failure to comply with the attendance confirmation will result in being responsible for the estimated number of guests.

Estimated Number of Guests _____

Estimated Arrival Time _____ Estimated Time for Dinner Service _____

Type of Menu Selection _____

Type of Bar Service: Cash Bar _____ Open Bar _____ Other _____

Soft Drinks on Master Bill: Yes _____ No _____

Deposit Received _____ Payment Type _____

Optional Extras

_____ Gift Table (no charge)

_____ Cake Table (no charge)

_____ Cake Cutting Service.....\$40.00 (includes utensils, plates, tablecloths, etc)

_____ Room Decorating Service.....\$25.00 (customer must furnish all decorations)

_____ Cork Fee for Outside Bottles of Wine/Champagne/Sparkling Juices.....\$10.00/bottle

_____ 19" TV/VCR/DVD Combo.....\$20.00/day

_____ Projection Screen.....\$20.00/day

_____ Podium (no charge, please check for availability)

_____ Microphone (no charge, please check for availability)

The above extras can be subject to appropriate taxes. Customers are responsible for any room damages.

Authorized Signature _____

Date _____

Employee Initials _____



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For Office Use Only

Menu Selection for Event

Price for Menu Selections _____

Special Requests for Service _____

Guaranteed Number of Guests _____

Amount of Deposit _____

Menu/Price Confirmation _____

Date Confirmed _____

Initials _____

Please remember to follow up with customers seven (7) days in advance of their event. As of August 1, 2010 Castelli's Restaurant no longer accepts personal checks for deposits. Please attach a copy of their credit card/debit card or cash receipt to the agreement.



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Castelli's Restaurant at 255 is delighted to host your upcoming event. The following guidelines and options are designed to assist you in the planning process. The policies listed below are in place to ensure your satisfaction and quality of service. Thank you in advance and we are looking forward to having you as our guest!

Deposit

- **\$125 deposit is needed to reserve your space with the signed agreement**
- Castelli's Restaurant at 255 accepts all major credit cards, debit cards, business checks, and cash for deposits.
- Deposits are applied to the master bill

Payment

- **Private events must be on one (1) master bill.** The remaining balance of your event must be paid in full at the end of your function. Castelli's Restaurant at 255 accepts all major credit cards, debit cards, business checks, or cash for your convenience. No personal checks will be accepted.
- All menus are subject to a twenty percent (20%) gratuity charge and applicable taxes.
- If this event is for a tax exempt organization, please send a copy of the organization's letterhead complete with tax exempt identification number with the signed agreement and deposit. Failure to do so before the event will result in being responsible for applicable taxes.

Guarantees

- **A guarantee of the number of guests must be confirmed seven (7) business days prior to the date of the function.**
- If the number of guests does fall below the minimum guaranteed, then the customer is still responsible for the payment of the missing guests' meals.
- A minimum of thirty (30) guests is required to guarantee a private room, unless otherwise waived by a member of management.
- **Private rooms are assigned by number of guests confirmed. Castelli's Restaurant at 255 reserves the right to assign proper event space and seating accordingly without notice.**
- If these above guidelines cannot be met, a private room cannot be reserved. We would be delighted to make a reservation for you (depending upon availability) for groups 12-29. In this case the group may order of the menu, and the wait staff can only take up to 10 separate checks.

Menus

- **Final menu selections must be received seven (7) business days prior to the event.** Enclosed are some basic menu options for you. We can also assist you with selecting a menu that is unique to your event. Please call us for more details.

Additional Notes

- The master bill must be \$400 at the minimum for Milan A and \$800 at the minimum for Milan B or the Moonlight Room to avoid any room rental charges. If the master bill falls below these requirements, the balance can be made up in the purchase of gift certificates, bottles of wine, etc.