



3400 Fosterburg Road Alton IL 62002

Phone (618) 462-4620

Fax (618) 462-0233

Email: pmtmoonlight@gmail.com

www.castellis255.com

Bar Function Agreement

Important Information

Agreements should be returned as soon as possible. Bar Functions will be scheduled on a first come first serve basis after completing your agreement and \$250 deposit. Deposits will be returned if the event is cancelled within thirty (30) days, otherwise no refund will be given.

Name _____ Company/Organization Name _____

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

Address _____ City _____ State _____ Zip _____

Place of Catering _____

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 ten (10) 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 and this could result in extra bartender charges.

Estimated Number of Guests _____

Estimated Arrival Time _____ Estimated Time for Bar Service to Start _____
End _____

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

Deposit Received _____ Payment Type _____

Authorized Signature _____ Date _____ Employee Initials _____



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For Office Use Only

Bar Selection for Event

Price for Bar 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 ten (10) 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 cater 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

- **\$250 deposit is needed to reserve availability 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

- **Bar Function events must be on one (1) master bill.** The remaining balance of your event must be paid in full five (5) business days prior to that of your function, unless other arrangements have been made in writing. 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 bar functions are subject to an \$85 gratuity charge per bartender 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 ten (10) business days prior to the date of the function.**
- If the number of guests does fall below the minimum guaranteed, then the customer could be responsible for extra labor charges based on the estimated number of guests.

Alcohol

- **Final alcohol selections must be received ten (10) business days prior to the event.** Enclosed are some basic bar options for you. We can also assist you with selecting a bar menu that is unique to your event. Please call us for more details.

Additional Notes

- Please note that we can accommodate special requests. Please contact the event coordinator for more information.
- We will follow any and liquor laws, state and local.
- We reserve the right to ask for identification from anyone that would like to consume alcohol.
- We reserve the right to refuse service to anyone we feel is intoxicated. This is for the safety of the person in question and our staff.
- Bar services will always end at midnight, if not before.