



3400 Fosterburg Road Alton IL 62002

Phone (618) 462-4620

Fax (618) 462-0233

Email: pmtmoonlight@gmail.com

www.castellis255.com

Catering Agreement

Important Information

Agreements should be returned as soon as possible. Off Premise Caterings will be scheduled on a first come first serve basis after completing your agreement and \$225 deposit. Deposits will be returned if the event is canceled 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.

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 _____

Deposit Received _____ Payment Type _____

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 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

- **\$225 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

- **Catered 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 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 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 is still responsible for the payment of the missing guests' meals.
- A minimum of one hundred (100) guests is required to have members of Castelli's staff at your event. If the number expected falls below this, we can make arrangements for an upscale delivery service.

Menus

- **Final menu selections must be received ten (10) 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 caterers retain all excess food unless prior arrangements have been made. If the customer decides to retain the excess food, he or she is responsible for providing suitable containers.
- The catering includes catering personnel, heavy duty plastic ware, all condiments, and table linens for the buffet line.
- Please note that we can accommodate special requests. Please contact the event coordinator for more information.