



**AUTHENTIC ITALIAN  
RESTAURANT AND BAKERY**

Client/Organization The Media Consortium	Event Date 6/21/2013 (Fri)	Telephone (415) 878-3862	Fax ( ) -	Event # E19883
Address , San Francisco, Ca 94117		Booking Contact Jo Ellen Kaiser	Site Contact Jo Ellen Kaiser	Revised 6/12/2013
Party Name The Media Consortium	Theme Meeting	Sales Rep Byron Castillo	Gtd Guests 30	

Guaranteed attendance and entrée split counts (if applicable) are due by 11:00 am three (3) business days prior to event. If the guarantee is not provided by the designated day and time, the estimated attendance on the Banquet Event Order will apply.

**BANQUET TIMES**

Banquet Room	Setup Style	Start	End	Arrival	Departure	Room Chg
Santa Cruz Room	Classroom	1:30 pm	4:00 pm			
<b>Setup Notes</b>						
Room Set-up TBD						

**FOOD/SERVICE ITEMS**

Food/Service Items	Price	Cost	Qty	Total
There is a Food and Beverage Minimum of \$750. exclusive of Service Charge and Sales Tax Required to waive room rental Fees.	397.50		1	397.50

Timeline:  
 1:30 pm - Client to arrive  
 2:00 pm - Guest Arrive  
 4:00 pm - Event Ends Guest Depart

2:00 PM - Sweet Things Chocolate Chip Cookies Walnut Brownies Strawberries Choice of 2 beverages: Il Fornaio Coffee, Tea, Iced Tea and Lemonade	11.75		30	352.50
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**COMMENTS**

A SIGNED CONTRACT, CREDIT CARD GUARANTEE AND A \$500 NON-REFUNDABLE DEPOSIT ARE DUE BY June 12th, 2013 IN ORDER TO RESERVE THIS SPACE AND TO CONSIDER YOUR EVENT DEFINITE.

A final menu and timeline is required 30 business days prior to the event date.

Guaranteed attendance and entrée split counts (if applicable) are due by 11:00 am three (3) business days prior to event. If the guarantee is not provided by the designated day and time, the estimated attendance on the Banquet Event Order will apply.

Final estimated balance of all monies due is required 3 business days prior to the event date.

Service charge is currently 20% and Sales tax is currently 8.75%. The Sales Tax may change at any time, and are not necessarily

under the control of Il Fornaio. Please note that according to California State Tax laws, that for all Catering and Group events, **the Service Charge shall be taxable.**

**Food may not be taken off premises after it has been prepared and served. Under no circumstances will remaining food from Buffet/Brunch menus be allowed to be taken as "to-go." Individual "to-go" bags are available for you and your guests at the event for their specific served meals.**

Host agrees to begin its event at the scheduled time and to vacate the event space at the designated time on the contract. If the room is not vacated at the designed time, the Catering Department reserves the right to bill the host for additional fees and costs incurred.

No Liquor, Beer, or any soft beverages (soft drinks, mineral waters, etc.) will be allowed to be brought in.

**Valet parking is available at The Sainte Claire. The rate for your guests is \$15 per car for non-overnight parking. Overnight parking is \$29. Rates are subject to change without notice. The valet service is an independent contractor and Il Fornaio Catering is unable to offer this service.**

Subtotal	750.00	Paid	0.00	Pay Method	Card Number
Service Charge	70.50	Balance	857.51	Card Type	
Tax	37.01			Card Holder	Expires
Total Value	857.51			Signature	

**PAYMENTS MADE**

Payment	Date	Method	Expires	Card Type	Card Number	Rev Code
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**All deposits and payments are non-refundable.** If cancellation occurs between 14 and 29 days prior to the event date, 25% of the estimated charges for the event will be charged; if cancellation occurs between 7-13 days prior to the event date, 50% of the estimated charges for the event will be charged. A **100% cancellation fee** will be incurred for any cancellation within **7 days** of event. A **\$100.00** fee will be incurred for any additional setup on the day of the event. I have read the above contract and agree to the terms and conditions as well as any terms and conditions on any contract addendum's which I may sign.

**CREDIT CARD GUARANTEE:**

Pursuant to our efforts to protect your credit card information, we ask that you do NOT send the credit card information via email (either on this contract or in the body of an email). Our Event Coordinator will call you to receive the credit card information via telephone, or you are also able to fax the credit card information and this sales confirmation to our secure sales fax number (408) 286-6632. Our Event Coordinator will verify the receipt of the card number. At the conclusion of your event, all credit card information will be shredded and discarded by the sales staff.

A **100%** cancellation fee will be incurred for any cancellation within **7 days** of event. A **\$100.00** fee will be incurred for any additional setup on the day of the event. I have read the above contract and agree to the terms and conditions as well as any terms and conditions on any contract addendum's which I may sign.

Client: \_\_\_\_\_

Date: \_\_\_\_\_

Sales Rep: \_\_\_\_\_

Date: \_\_\_\_\_