

**Party Room Contract 2024**

**Today's Date**      /      /     

Thank you for inquiring with Matamoros Restaurant regarding your event. We look forward to providing you the best service and food quality there is.

A minimum of **\$200 non refundable deposit** is necessary to reserve the private room. There is a required food & beverage minimum of \$1,500. The \$200 deposit will go toward your total bill. There is a \$100 fee for usage of the private room, this does not go toward the minimum purchase amount. You may select one options from our banquet menu. A final head count and menu selection must be determined 5 days before your event. If the number of guests you reserve for do not all attend, the host of the event will be responsible for the remaining plates. Accommodations will be made to take remaining plates to go. One source of payment may be made at the conclusion of the event, we will not accept separate payments. An automatic 20% gratuity will be added to the final bill. Guests of the event may start their own tab for alcohol with the server. We offer a formal linen package for \$115. This package includes white linen table cloths with red napkins. Should a different color napkin be requested there will be an additional \$50 charge. Only certain colors are available, ask your coordinator about your specific color request. You are welcome to bring in decorations for your party. **We do not allow any confetti**, plastic table cloths, or pins in the walls. The use of our private room is for 3 1/2 hours max. If additional time is requested there will be an additional \$100 per hour charge. Food and drink specials do not apply during events held in the private room. We offer the use of our sound system and projector for an additional fee of \$100, however you may provide your own entertainment at your expense. A select bar can be set up in the room for your convenience. There are many bar options we can provide and can be discussed with your coordinator. For desserts we offer a wide variety of homemade cakes and traditional items. A fee will be charged for any outside dessert brought in and will be cut and served by our banquet staff. Finally, should any part of the room or carpet be damaged, it will be charged to the host. Prices subject to change.

**Deposit \$** \_\_\_\_\_ **Cash** \_\_\_\_\_ **Check#** \_\_\_\_\_

**Events Date**      /      /     ,

**Week Day-** \_\_\_\_\_

**CC** \_\_\_\_\_ **Exp**      /      /     

**Time** \_\_\_\_\_

**Card Type** \_\_\_\_\_ **# on back** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Name** \_\_\_\_\_

**Menu Selection**

**Phone # - Cell** \_\_\_\_\_

**Appetizers:** \_\_\_\_\_

**Fax/Email** \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**Occasion** \_\_\_\_\_

**Name of the Party** \_\_\_\_\_

**Party Room** \_\_\_\_\_ **Half Party Room** \_\_\_\_\_

\_\_\_ **App Party Platter** \_\_\_\_\_ **Price \$**

**Bar Section** \_\_\_\_\_ **Main Dining Room** \_\_\_\_\_

\_\_\_ **Dinner Salad \$3.75** **Yes** **No**

\_\_\_ **Dessert** \_\_\_\_\_ **Cake Fee .75 C per person**

**# Guest** \_\_\_\_\_ **\$ PP** \_\_\_\_\_

\_\_\_ **Microphone & Projector \$100**

**Head Table-** **Yes** **No**

\_\_\_ **Room Charge \$100**

\_\_\_ **Banquet Pack Set up/ Breakdown: \$115** **Yes** **No**

**Bar Setup in the Party Room** \_\_\_\_\_

**Requests:** \_\_\_\_\_

**Beer** \_\_\_\_\_ **Wine** \_\_\_\_\_

**Margarita by Pitcher** \_\_\_\_\_

**Open Bar** \_\_\_\_\_ **Limited Bar** \_\_\_\_\_

**Signature**

**Cash Bar** \_\_\_\_\_

**Date**