

**Ristorante Rocca**  
1205 Broadway  
Burlingame, Ca 94010  
www.RistoranteRocca.com  
650-344-3900 p.  
650-344-7842 f.



## Party Event Contract & Details

Name:	
Date:	
# of Guests:	
Time:	
Seating Location:	
Contact Info:	
Private Party Menu Choice?	
Additional Details:	
Minimum Food and Beverage:	

Policy: We have a 7 days cancellation policy. If you cancel your party event after the 7 days, the credit card will be charged a \$500 cancellation fee. We ask for a final head count 72 hours prior to your event. Food and beverages in the restaurant are subject to a 18% service charge (gratuity). Payment is due in full the day of the function. We accept Cash, a Company Check, Visa, MasterCard, Amex and Discover.

Any special rental equipment needed for an event will be ordered from a rental company and billed directly to you. Live music that is contracted for an event will also be billed directly. Loss or damage by client will be billed separately after event. In order to service your group properly, it is important that you arrive on time. If your party is going to be delayed by a ½ hour or more, we will do our best to accommodate your group based on your actual arrival. Ristorante Rocca reserves the right to change room venues if the group size should change. Ristorante Rocca shall have the right at any time to cancel this agreement without penalty or charge at any time based on situations out of its control such as fire, flood, earthquake, etc. Please let us know of any dietary restrictions. Thank you.

Credit Card Type (circle one):    Visa    Mastercard    American Express    Discover

Credit Card Number: \_\_\_\_\_ Code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_