



## **PRIVATE EVENTS**

*Thank you for choosing Aldo's Ristorante Italiano for your upcoming private event. We are here to help you create a memorable event for your guests. We offer two private rooms: one that can accommodate up to 30 guests and another up to 12 guests.*

*Please review our policies and fill out the form below. If you have any questions, call (210) 696-2536.*

### **DEPOSITS & CANCELLATIONS**

A deposit and signed contract must be submitted to secure your function. A deposit of \$250 is required to reserve any event space. This deposit will apply towards your event upon completion. All cancellations must be made at least 72 hours before your scheduled function or you will incur a non-refundable charge of \$250 to the credit card on file.

### **GUARANTEE**

Aldo's requests a guaranteed number of guests at least 24 hours prior to your function.

### **ROOM FEES & MINIMUMS**

Aldo's does not charge a room fee for any private events; however, minimums must be met or the remaining amount will be charged to the credit card on file. All food and alcoholic beverages are included in the minimum. Minimums are dependent on the day and time of your event. To inquire regarding minimums for your event, please contact us at (210) 696-2536.

### **TAX, GRATUITY & PAYMENT**

Tax and 18% gratuity will be added to the total package price. Payment is due in full on the day of the scheduled event. Your credit card on file will be charged unless otherwise specified.

### **EXTRAS**

Aldo's Ristorante Italiano can provide AV equipment, floral arrangements, balloons, etc. for an additional cost. We offer a complimentary screen and complimentary wireless internet for your convenience during corporate luncheons and events.

### **CHEF REQUESTS**

If you or any of your guests have any special menu requests, allergies or dietary restrictions, please inform us prior to your event and we will be happy to accommodate your requests.



## PRIVATE EVENTS

*This form confirms that you allow Aldo's Ristorante Italiano to collect a deposit for your event. A deposit credit will apply towards your event upon completion. This deposit is non-refundable for all events cancelled within 72 hours of the scheduled function. You are required to fill out the form below in order to reserve your event date and space.*

*By filling out the form below, you authorize Aldo's Ristorante Italiano to post charges related to the function scheduled to the credit card below. Please initial here \_\_\_\_\_ if you will be using a different credit card at completion of the event.*

Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Event Date \_\_\_\_\_

Event Type \_\_\_\_\_

Requested Space \_\_\_\_\_

Credit Card Type (please circle)    American Express    Discover    Mastercard    Visa

Cardholder Name \_\_\_\_\_

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ CSV# \_\_\_\_\_

Signature \_\_\_\_\_