



ROOM AGREEMENT

Thank you for considering Fuzio Universal Bistro for your banquet or function. Please be assured that our staff will make every effort to provide the personalized service needed to make your event a success. The purpose of the Room Agreement is to clearly communicate our policies and guarantee your reservation. If you have questions, please feel free to contact us immediately. Our goal is to make planning your banquet or function simple; then back it up with quality service and a memorable product. Again, thank you for choosing Fuzio Universal Bistro.

FOOD AND BEVERAGE REGULATIONS

20% service charge and applicable taxes will apply to all services provided. Groups requesting tax exemption must submit a copy of their State Tax Exemption Certificate prior to the scheduled event. There is an \$18 corkage fee for wines opened and not purchased from Fuzio. No outside beverage, liquor, or beer allowed.

AUDIO VISUAL EQUIPMENT

We have a video projector and screen available at no charge with a completed rental agreement.

GUEST COUNT GUARANTEE

Confirmation of attendance for each function is required one week in advance. This number is considered a guarantee and is not subject to reduction. If no guarantee received, the maximum number previously anticipated is your guarantee number. We will provide for an additional 5% over the guarantee if space permits. Final menu selections should be received two weeks prior to the function to insure availability of the desired menu items.

RENTAL CHARGES AND PAYMENTS

If you would like to book our banquet room, a deposit is required in order to secure your reservation. There is a room fee and a food and beverage minimum. The food and beverage minimum is a sales amount required by your group in order to secure your reservation and avoid additional room fees.

Fees:

Room Rental	\$100
-------------	-------

Food and Beverage Minimums:

Breakfast	\$500
Lunch	\$500
Dinner	\$750

Required Deposits:

Breakfast	\$125
Lunch	\$125
Dinner	\$200

Day Parts:

Breakfast	7am-11am
Lunch	11am-4pm
Dinner	4pm-Close

. Payment for all meetings, events and banquets are due in full the day of the function.
Menu prices are subject to market changes at any time.

BANQUET ROOM LIABILITY

Fuzio Universal Bistro reserves the right to inspect and control all private functions. Liability for damage to the premises will be the responsibility of the representative, making function arrangements.

- A. Nails, pushpins, or potentially damaging fasteners cannot be used to hang signs or other materials on wall, ceiling or floors.
- B. If a staff employee is requested to assist in set up or tear down of excessive set up, a labor fee will be assessed. If there is excessive trash to dispose of, there will be a charge for the disposal.
- C. No vendors or exhibits can be located outside meeting room without prior management approval.
- D. All candles must be in containers that will catch the wax and enclose the flame.

SECURITY AND DAMAGE DEPOSITS

We reserve the right to require damage deposits for any and all meetings and catered events. Following inspection of the function area, this deposit, is refunded less any damage expenses. Fuzio Universal Bistro reserves the right to require security for any group. This security guard provided by the restaurant is at the expense of the guest at \$25.00 per hour.

Reminders:

*A guarantee of the number guests served at any catering function is due by _____ . After this date, the number can be increased but not decreased.

*Cancellation Policy: Cancellation requests must be within 21 days prior to your group's function. Failure to cancel within this period makes your deposit non- refundable.

*All services are subject to an optional 20% gratuity and applicable taxes.

Fuzio Universal Bistro is not responsible for any injuries or damages of personal property incurred as result of or relating to the use of alcoholic beverages.

*The undersigned assumes all responsibility for damages incurred to the building, premises, contents and your guests during the function as result of the actions of parties attending, and can be billed by Fuzio Universal Bistro for the repair or replacement of the item or items damaged.

By signing below, you understand and agree to these terms listed on the previous pages.

SIGNATURES

Client

Date

Fuzio Universal Bistro Representative

Date

Reservation Date: _____

Reservation Time: _____

Reservation

Name: _____

Phone: _____

Email

Address: _____

Deposit Information

Name of Card Holder _____

Credit card Visa__ MC__ AMEX__ Disc__

Credit Card Number _____

Expiration Date _____

Deposit Amount _____

Card Holder Signature _____

By signing this form you are aware that the deposit will be non-refundable for cancelling your event less than 21 days prior to the reservation date.

The charges are listed:

Breakfast 7am-11am	\$125
Lunch 11am to 4pm	\$125
Dinner 4pm to 10pm	\$200
Security and Damage Deposit (Only if required.)	\$250.00