

## Patio Event Agreement

Day: ( M T W Th F Sat Sun ) Date: \_\_\_ / \_\_\_ / \_\_\_ Time: \_\_\_\_\_ # of Guests: \_\_\_\_\_ (30 Min.)

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Event Name / Organization: \_\_\_\_\_

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

Menu Package:  #1 salad selection: \_\_\_\_\_ dessert selection: \_\_\_\_\_

#2 salad selection: \_\_\_\_\_  #3 salad selection: \_\_\_\_\_

**Off the Menu** Price of Menu Chosen: \$ \_\_\_\_\_

Food & Beverage Minimum: \_\_\_\_\_ Budget Per Person: \$ \_\_\_\_\_ (All Inclusive)

Personalized Menu Heading: \_\_\_\_\_

Cocktail Hour: from \_\_\_\_\_ to \_\_\_\_\_  No Alcohol  Cash Bar  Wine & Beer Only  Open Bar

Wine Selection:  House White  House Red  Other (selection below):

White: \_\_\_\_\_ Red: \_\_\_\_\_

Special Occassion:  No  Yes: \_\_\_\_\_ Surprise:  No  Yes

Audio / Visual:  No  Yes, Items Ordered (circle): Projector (\$195) Screen (\$15) Cart (\$10) Podium (\$25)

Cake:  No Cake  Bringing Cake (Note: \$4 plating fee/person)  Ordering from our Bakery (selection below):

Cake Selection: \_\_\_\_\_ Price: \$ \_\_\_\_\_

Inscription: \_\_\_\_\_ Date Ordered: \_\_\_\_\_

Special Details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Credit Card Information

Name on Card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Card has Chip:  Yes  No

Expiration Date: \_\_\_\_\_ Verification Code: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contract reviewed and accepted when signed. Arroyo Chop House is authorized to charge credit card above:

Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

# ARROYO CHOP HOUSE

## Patio Information Sheet

- The Patio minimums and availability may change according to the season, please inquire.
- The Patio accommodates table configurations of one long table of 22 and combination of tables of 4 to 7, up to a total of 30 people.
- We offer a choice of three menu packages. These menu packages are used as a starting point for discussion and can be customized to meet your needs.
- Prices do not include beverages, 9.5% tax, or 18% suggested service charge.
- A credit card number and signed contract are needed to secure the private room on a specific date.
- Please complete the contract with the date and signature within 5 business days of the event to secure the reservation.
- Please provide us with a final guest count at least 48 hrs prior to your event.
- There is a \$200 charge if you cancel within less than 5 business days of the event.
- We gladly provide service for your personal wine not offered on our wine list. \$30 per 750ml bottle up to three bottles and \$50 for 750ml bottle thereafter.

Please sign here to acknowledge your understanding and agreement with the policies started on this page and fax back with attached contract:

\_\_\_\_\_ Date: \_\_\_\_\_  
(Your Signature)

Please contact Jessica Meripol at **(626) 577-7463** to make your event bookings.  
Fax all documents to **(626) 577-1089**.