

Giovanni's Inc. Reservation Agreement

Whether it's a business meeting, birthday, anniversary, wedding party or any other social gathering, your event demands the right ingredients; the right environment, a touch of something special, and of course, excellent food. At Giovanni's that's always understood, and whether it occurs once a month, once a year, or once in a lifetime, Giovanni's is the perfect place.

Our planning experts are there to help you from the beginning to the end of the event to ensure your experience is flawless. Our banquet facilities include two rooms: Roma and Tuscany. Guests holding an event in our banquet are assigned dedicated service staff. Roma room can accommodate up to 84 people and is private. Alternatively, you can use our Tuscany room which is available on certain nights and can hold up to 44 people. We have an excellent menu, offering a varied and interesting selection of food at reasonable prices guaranteed to please any taste or budget. We are happy to provide you with a quote for special accommodations should you require something different. The following list of guidelines will help you plan a successful event at Giovanni's:

Terms and Conditions

Giovanni's must receive a signed reservation commitment and retain a deposit.

- 20-25 People/\$50.00 deposit (No option for private accommodations; if needed see room fees and usages guidelines for other options)
- 30-50 People/\$100.00 deposit (Tuscany Room will be considered as a private area so long as a minimum of \$350 in food and beverages expenses is attained. Time frames consist of 2 or 2 ½ hour sessions.)
- 50-90 People/\$150.00 deposit (Roma Room will be considered as a private area so long as a minimum of \$500 in food and beverages expenses is attained. Time frames consist of 2 or 2 ½ hour sessions.)

A monetary deposit confirms your reservation, the deposit will be refunded at the end of the event as long as a majority of the attendance that the reservation was originally booked for shows up, and that everyone or most of the attendees order from the menu. The deposit will NOT be deducted from the total cost of the final bill. It is a deposit only. Any cancellations must be made within 72 hours of your scheduled reservation or your deposit will be forfeited. A final RSVP (Guest Count) is due one week prior to the event. If no updated count is received, the original guest count verbally confirmed will be used as a firm guarantee. Should the number of actual guests be less than the number of guests guaranteed, all or part of the deposit will be retained to cover lost revenues for the restaurant and lost wages for our servers. No food or beverage can be exchanged for this monetary amount. If you exceed your maximum number of guests, we cannot guarantee group seating. No coupons are accepted with any large reservations, parties, banquets, caterings or other special events.

ROOM FEES & USAGE GUIDELINES:

Tuscany Room: A unique private room that provides seclusion from any other Giovanni's guests. There is a non-refundable \$300.00 room rental fee for groups of less than 30 people and is available in 2 ½ hour time slots. If the room is not booked for a following event, the time limit may be extended pending mutual discussions between the Party and the Manager while maintaining an agreement to terms. All decorations, meetings, meal service, etc., shall be conducted within said time frame. Certain cancellations fees will apply depending on the room, time of day, and season the function is scheduled.

Giovanni's reserves the right to release any event or function's space which has not been confirmed in writing and for which a deposit has been received. The person responsible for the reservation must be on time: All reservations are forfeited if the guests are late for the reservation by 15 minutes or more.

Roma Room: A private and grandiose room providing total seclusion and elegance for your event. There is a non-refundable \$500.00 room rental fee for groups of less than 50 people and is available in 2 ½ hour time slots. If the room is not booked for a following event, the time limit may be extended pending mutual discussions between the Party and the Manager while maintaining an agreement to terms. All decorations, meetings, meal service, etc., shall be conducted within said time frame. Certain cancellations fees will apply depending on the room, time of day, and season the function is scheduled.

Giovanni's reserves the right to release any event or function's space which has not been confirmed in writing and for which a deposit has been received. The person responsible for the reservation must be on time: All reservations are forfeited if the guests are late for the reservation by 15 minutes or more.

FOOD AND BEVERAGE:

Giovanni's must provide all food and beverage. Outside food and/or beverages MAY NOT be brought into the restaurant. An exception to this is custom made cakes brought in by the party, for which there is a fee of \$50.00, or \$1.00 per a single guest's slice (whichever is less) to cover plating and serving fees.

ALCOHOL POLICY

No one under 21 years of age will be served an alcoholic beverage. No one under the age of 21 may sign a contract of services involving alcohol. Picture ID will be required to show proof of age. We encourage patrons to utilize the designated drivers program for such events.

BILLING

- All Outstanding balances are due at the immediate conclusion of your event.
- From 15% up to 20% service charges will be added to all food and beverage totals depending on the amount of attendance that the reservation was made for.
Customers are welcome to leave more than 20%.
- The final bill may be separated, but Giovanni's reserves the right to charge items remaining unpaid to the person responsible for the reservation.
- We accept cash and credit cards. Without exceptions, personal checks are not accepted.
- If your group or association has tax-exempt status, Giovanni's requires a copy of your Tax Exemption form before we can deduct tax from your banquet.

A few notes about decorating & entertainment

- Centerpieces, flowers, balloons, and special table coverings are welcomed for decorating the event.
- Nailing, Tacking and Taping ANYTHING to our walls or furniture is not allowed.
- If furniture needs to be moved at any point during the event, a Giovanni's personnel must do this.
- No glitter, confetti, paints, or magic markers may be used for decorating.
(An additional \$100.00 clean-up fee will be applied to your final bill if this policy is not adhered to.)
- Guests are welcome to bring in outside entertainment such as music performers, magicians or balloon twisters. However, all outside entertainment must be approved by Giovanni's in advance of the event to ensure that the content is appropriate for our environment. Giovanni's is not responsible for any damage, loss or theft of equipment, merchandise or guest's belongings. This also applies to entertainer hired by the party.

Giovanni's Italian Restaurant
115 W Hwy 190
Copperas Cove Tx 76522
(254) 518 2227

Giovanni's is happy to hold a confirmed reservation in the name of _____

Name Person(s) responsible for payment _____

Company name and/or function _____

Celebratory reason of gathering: _____

Address _____ City _____ State _____ Zip _____

Phone Number _____ Cellphone _____

Date of function _____

This event is Schedule from: _____ AM/PM Until: _____ AM/PM

Number of guest attending _____ Children (if any) _____

Venue booked for this function _____ Gift table _____ Cake table _____

Decorations _____ Special Menu _____ Please specify

SpecialRequest _____

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A deposit of \$ _____ Received on _____ Cash _____ Credit _____ Check# _____

I have read and fully understood all the policies and procedures for Giovanni's Inc. Also, I understand that if no private room fee was paid for EXCLUSIVE use of the room, I may have to share it according to volume. Also, I understood that I may lose the deposit or rental fee of any room if I fail to the terms and agreements of Giovanni's Inc.

Signature of person(s) responsible of payment: _____ Date _____

Booking accepted by: _____ Date _____

Notice of cancelation _____ Deposit returned Yes / No Date _____