



Private Dining Contract

Black Out Dates

Private dining rooms are unavailable on Valentine's Day and Stanford Graduation Day.

Tax, Fees & Gratuity

All private events are subject to an additional sales tax and a suggested 20% service charge. Gratuity is not included in the final amount. Any gratuity is very much appreciated by the Cafe Pro Bono staff.

Cafe Pro Bono reserves the right to apply a service charge to any items ordered for your event.

Payment

Full payment will be required on the day of the event. All events are subject to one master bill.

Guest Counts-Guaranteed and Final

During the initial planning, we request an approximate guest count. The final guest count guarantee is required one week prior to the event. The host will be responsible for the guaranteed final number or the actual number of guests served, whichever is greater (we do allow for a maximum cancellation rate of 10% without penalty--see cancellation policy). Final guest count increases must be received no later than one day prior to the event.

Cancellation Policy

- Cancel before 72 hours of the event, there is no penalty fee.
- Cancel within 72 hours, a \$100 cancellation fee will be charged to the credit card provided.

Beverages

All beverages are charged based on consumption.

Outside Food and Beverages

All food and beverage is to be purchased from the restaurant. There is no food or beverage, alcoholic or otherwise, that may be brought into the restaurant without prior approval by Cafe Pro Bono management.

Liability

The hosts and guests of the event shall hold Cafe Pro Bono harmless from any claims or expenses on account of injury to any party in connection with the event. The hosts and guests of the event are responsible for any and all damages to the restaurant.

By signing this contract, you are in agreement to the above terms and conditions listed on pages 1 and 2. By signing this contract, you are giving permission for Cafe Pro Bono, as stated in the cancellation section, to charge any cancellation fee to the credit card provided below. The signature required must be that of the authorized credit card user.

**To make your reservation final please fill out this form and sign it. You may choose to fax (650) 326-7514 or email cafeprobonorestaurant.com this contract. Coming into the restaurant and doing it in person is the preferred option for best results.*

Print Name: _____

Credit Card: _____ Exp Date: _____

Signature: _____ Date: _____

Reservation Name: _____ Reservation Date: _____

Arrival Time: _____

Guest Count: _____

Room Selected: _____