



NICHA'S COMIDA MEXICANA Party Room Event Contract

Please Print Clearly

Date of Party: _____ Date Booked: _____

Name of Function: _____

Contact Person: _____ Phone: (____) _____

Address: _____ Fax: (____) _____

Booked By: _____ Phone: (____) _____

Restaurant Contact: _____ Email Address: _____

Guaranteed Number in Party: _____ Time of Party: _____

Private Party: Yes No (minimum of 40 people for a private party)
(We do not offer private parties at "The Original" Southside location)

I understand that I will be charged based on the guaranteed number in my party, whether or not this is the actual attendance.

Signature: _____

FIESTA MENU SELECTION Please choose one:

- Children's Menu \$6.99 per child (12 and under) + tax
- Zapata Dinner \$14.99 per person + tax
- Alamo Dinner \$16.99 per person + tax
- Pechugas de Pollo \$18.99 per person + tax

FIESTA BUFFET SELECTION Please choose one:

- Fajita Buffet \$24.99 per person + tax
- Breakfast Buffet \$12.99 per person + tax
- El Pueblo (Dinner Buffet) \$18.99 per person + tax
- Appetizer Buffet \$16.99 per person + tax

List menu details: _____

*****Initial _____

PREMIUM BAR SET-UP

Mark one: CASH BAR OPEN BAR

*****Initial _____



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BILLING INSTRUCTIONS

A room fee is required for all events. The room fee will hold your reservation and it will be refunded if notice is given 7 days prior to the event. Payment is due in full upon completion of event.

Event charge will include:

- An increased number of attendees
- 8.25% local sales tax
- 21% gratuity

***** Initial _____

ADDITIONAL CHARGES

Any damaged or destroyed property during the event will be added to the final bill. Private DJs or outside music is not allowed.

***** Initial _____

GUARANTEE

We require a guaranteed number in attendance 10 business days before the scheduled date via fax or email. Clients will be charged for the guaranteed number of guests. A 15-minute hold time on all in-house reservations.

The room will be booked for a 2-hour period. There will be a \$5 charge per person exceeding the 15-minute hold time on a reservation. We reserve the right to cancel any reservation after the 15-minute hold time expires.

***** Initial _____

REQUIREMENT FOR GUARANTEE

We will only reserve the party room for a minimum of 30 people, Monday – Thursday, with a minimum spend of \$1,200.

Requirements:

- Signed Event Order Contract
- Signed Credit Card Pre-Payment Authorization Form
- \$60 room fee (Non-refundable)

***** Initial _____

CANCELLATIONS

All cancellations must be received in writing at least 30 days prior to the event. All cancellations received less than 72 hours prior to the event will receive a 50% charge for food costs or any facility fees we may have incurred during the preparation for the event.

LOCATIONS

Loop 410
5059 NW Loop 410
San Antonio, Texas 78229
210.680.4420

To complete the contract, you must initial all required areas and sign the bottom of the contract. Thank you, and we appreciate your business.

Revised: January 2022

Payment Method: Credit Card Cash Type of Credit Card: _____

Credit Card #: _____ Expiration Date: _____

Name on Card: _____ Deposit Amount: _____

A deposit will be taken the day the contract is received, signed and completed by client.

I, _____, have read and agree to all the terms and conditions stated in this event contract.

Authorized Signature: _____ Print Name: _____

Company Name: _____ Date: _____