



# 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) Location: \_\_\_\_\_

(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 \$7.49 per child (12 and under) + tax
- Zapata Dinner \$15.79 per person + tax
- Alamo Dinner \$17.49 per person + tax
- Pechugas de Pollo \$19.95 per person + tax

**FIESTA BUFFET SELECTION** Please choose one:

- Fajita Buffet \$25.99 per person + tax
- Breakfast Buffet \$13.99 per person + tax
- El Pueblo (Dinner Buffet) \$19.95 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 \_\_\_\_\_



# NICHA'S COMIDA MEXICANA Party Room Event Contract

Please Print Clearly

## 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. The bill must be paid with one credit card.

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 \$1,000.

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

Summit  
5059 NW Loop 410  
San Antonio, Texas 78229  
210.680.4420

Churchill  
12403 West Ave  
San Antonio, Texas 78216  
210.310.3886

**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: May 1, 2023

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: \_\_\_\_\_