

# Au Petit Chavignol Private Dining Booking Form



Organizer Name

Onsite Host Name

Group / Company Name

Reservation Date

Event Start Time

Number of Guests

Telephone

Fax

Email

Credit Card #

Expiration Date

Visa

MasterCard

Credit Card holders billing address

City

Province

Postal Code

**To confirm your function reservation, you must complete this form and return it to us by hand, fax or post before we will consider the event "Booked". We will fax or mail you back a copy to confirm your booking.**

**I, the undersigned, understand and agree to the following terms and policies:**

1. 50% of the food and beverage minimum is required as a deposit to secure the event and date.
2. The remaining balance plus any additional charges will be paid upon conclusion of the event. We accept Cash, Visa and Mastercard. Cheques will not be accepted unless by prior arrangement.
3. The cardholder must present the credit card at time of event for payment.
4. I authorize Au Petit Chavignol to charge my credit card the full deposit amount 7 days prior to the event.
5. Prices do not include applicable taxes or 17% gratuity.
6. If my party fails to purchase the equivalent of the food and beverage minimum, the balance will appear on my bill as a surcharge.
7. I understand that a final guest count is needed no later than 72 hours prior to when the event is scheduled to begin. If no updated guest count is given at this time, the last updated guest count will apply
8. There will be an extra charge for any additional rentals required.
9. Au Petit Chavignol will not provide separate cheques for a large party.
10. Guests are prohibited from bringing their own alcoholic beverages to the restaurant.
11. The maximum amount of persons that Au Petit Chavignol can accommodate for a seated event is 36. The maximum amount of persons for a standing event is 48.
12. Restaurant buyouts must end by 12:00 am (midnight).
13. Au Petit Chavignol practices responsible beverage serving. If beverage service is refused, this will have no bearing on the agreed price.
14. Au Petit Chavignol reserves the right to make appropriate food or wine substitutions should certain menu items not be available.
15. Cancellation Policy:
  - Adequate cancellation involves speaking with Joe Chaput or other private event coordinator directly.
  - 100% refund of deposit if cancellation is received 7 days prior to event
  - 50% refund of deposit if cancellation is received 48 hours prior to event
  - Forfeit of deposit if cancellation is received less than 48 hours prior to event, or if party fails to honour reservation.

Name

Date

Signature

Manager Approval

Food and Beverage Minimum	Additional Notes / Comments
Deposit Amount	