



# NICHA'S COMIDA MEXICANA

## Event Contract

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Please Print Clearly

Date of Event: \_\_\_\_\_ Today's Date: \_\_\_\_\_

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:

- ☐ Breakfast Buffet \$8.25 per person + tax
- ☐ Lunch \$9.99 per person + tax (no appetizer)
- ☐ Zapata Dinner \$10.99 per person + tax
- ☐ Alamo Dinner \$12.99 per person + tax
- ☐ Texas Dinner \$14.99 per person + tax
- ☐ La Parilla (Dinner Buffet) \$13.99 per person + tax (no appetizer)
- ☐ El Pueblo (Dinner Buffet) \$11.99 per person + tax (no appetizer)
- ☐ Appetizer Buffet \$9.99 per person + tax
- ☐ Children's Menu \$5.99 per child (12 and under) + 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 may include:

- An increased number of attendees
- 8.25% local sales tax
- 18% gratuity is suggested

\*\*\*\*\*Initial \_\_\_\_\_

### ADDITIONAL CHARGES

Any damaged or destroyed property during the event will be added to the final bill. Party room fee: \_\_\_\_\_. 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 \_\_\_\_\_

### REQUIREMENTS FOR GUARANTEE

We will only reserve the party room for a minimum of 30 people, Monday – Thursday, and a minimum of 40 people on Saturday.

Requirements:

- Signed Event Order Contract
- Signed Credit Card Pre-Payment Authorization Form
- Room Fee is 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.

### LOCATION

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: September 2013

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: \_\_\_\_\_