



OFF SITE EVENT CONTRACT/DEPOSIT RECEIPT

(This contract must be signed and \$200. deposit received for Jacobi's Café to reserve your date.)

On behalf of _____(name of organization) I hereby acknowledge that I/we are responsible for payment in full for an estimated _____adults at a price of _____per guest and _____children at a price of _____ per child (final head count to be given 3 business days prior to event). I understand that tax, and 18% gratuities are not included in the price. The event date is ____/____/____. My event starts at _____. I understand that my party will be booked up to a maximum of 4 hours or no later than 1 hour after restaurant closes.

My event will be located at _____ (off site location).

Notes:

Cancellation policy:

Events held January – November requires a 14 day cancellation notice.

Events held in December require a 30 day cancellation notice.

The \$200 deposit is non-refundable should you cancel with less notice than required.

Customer Signature_____Date_____

Jacobi's Representative_____Date_____