

# Party Confirmation & Deposit Form



Please print this form and email it to [info@javavino.com](mailto:info@javavino.com) or submit Heather at JavaVino to be filed with your party details.

**Name of Party Host:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Contact Phone #:** \_\_\_\_\_

**Alt Contact Phone #:** \_\_\_\_\_

**Party Date:** \_\_\_\_\_ **Party Time:** \_\_\_\_\_

**Event Type:** \_\_\_\_\_ **Expected Attendance:** \_\_\_\_\_

**Interested in Cash Bar:**  Yes  No

**Party Space:**  
 Wine Lounge (Upstairs party space, max 50 in attendance)  
 Wine Cellar (Downstairs party space, max 30 in attendance)  
 JavaVino Entirely (max 150 in attendance)

**How did you hear about JavaVino?**  
 Word of mouth  Friend  
 Attended a Party  Internet/Website Magazine  
 Other- Please Specify:

**IMPORTANT:** A **\$25.00 non-refundable-deposit** in form of a credit card payment is required to secure the day and the time you've requested. The remaining balance is due at the end of the party.

- I understand that 8% sales tax will be applied to party total.
- I understand that 20% gratuity will be applied to party total.
- I understand and agree to the conditions stated in two page agreement.

**Payment Type:**  
 I am paying with a credit card (American Express, Visa or MasterCard).

**Credit Card #:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

\_\_\_\_\_  
**Signature - if hand submitted** **Date**  
**Type name - if electronically submitted**

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### JavaVino Guidelines

Guidelines on using the room, feel free to discuss with any JavaVino employee, but all parties must be confirmed with Heather, Heddy or Steve to make sure everything is in line.

- The Wine Lounge holds between 20-50 people, depending on the type of event you are hosting.
- Wine Cellar holds 15-30 people, depending on the type of event you are hosting.
- The room can be reserved based on availability with a \$25 deposit.
- The Wine Lounge room rents for \$75 per hour or \$250 for a standard event (4-5 hour party). This charge can either be paid as a room charge or you can purchase that amount of food and beverage to cover the hours needed.
- The Wine Cellar room rents for \$50 for the 1<sup>st</sup> two hours and \$25 for each additional hour used. This charge can either be paid as a room charge or you can purchase that amount of food and beverage to cover the hours needed.
- No outside beverages are permitted at all. All beverages (water, tea, coffee, beer, wine, soda's) must be bought from JavaVino.
- If you choose to bring in any outside food, there is an additional \$50 catering fee (if your group spends over \$250 on beverages, we will waive the \$50 catering fee for food).
- If you require a cash bar (beer and wine only) there is a \$50 cash bar fee.
- For parties that go past JavaVino hours, there is a \$50/hour charge.
- All parties are responsible for 8% tax and 20% gratuity on all products purchased.
- Groups can decorate the room as needed, however any decorations put up by a group need to be cleaned up by the group as well.

If you have any questions please let me know. If you are interested in the room, please come by to make sure the room will fit your needs. Please work with Heather to schedule your event to confirm it is available for you date/time and get your credit card information.

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**Signature - if hand submitted**  
**Type name - if electronically submitted**

**Date**