





Il Fornaio Palo Alto  
 520 Cowper Street  
 Palo Alto, CA 94301  
 (650) 853-3720 [main]  
 (650) 853-3766 [fax]

## Contract for NBER

|                   |                        |                  |             |
|-------------------|------------------------|------------------|-------------|
| Client Name:      | Rob Shannon            | Minimum Spend:   | \$ 5,000.00 |
| Company Name:     | <b>NBER</b>            | Total Charges:   | \$ 5,000.00 |
| Date of Event:    | April 11, 2019         | Estimated Total: | \$ 6,540.00 |
| Day of Week:      | Thursday               | Total Paid:      | \$ 0.00     |
| Time of Event:    | 7:30 PM - 10:30 PM PDT |                  |             |
| Number of Guests: | 75 Estimated Guests    |                  |             |
| Room/Space:       | La Piazza              |                  |             |

### Event Policies and Information

#### ALCOHOL:

All banquet events are subject to the mandatory State and Federal guidelines regarding alcohol service. Each guest, in order to purchase or consume an alcoholic drink must have a valid identification in order to be served alcohol. It is Il Fornaio's policy that all persons who appear to be *under the age of 40* will be asked to supply a valid identification. Il Fornaio, its management and staff reserve the right to refuse alcohol service to any guest.

#### AUDIO-VISUAL:

Il Fornaio will gladly arrange for any and all Audio-Visual Equipment you may need for your event. The equipment needed will be provided on a rental basis, and we are happy to provide you with the full rental brochure

#### CAKE-CUTTING FEE:

Il Fornaio does not prepare traditional Wedding Cakes. We do work closely with many bakeries in the area and would be happy to refer you to any of these bakeries to set-up an appointment. The Cake-Cutting Fee is \$2.50 per person based on your guarantee. This fee covers the plates, napkins, cutting and serving of your cake to your guests. There is, of course, no fee if you wish to use one of our traditional desserts for your dessert item.

#### CORKAGE CHARGE:

Il Fornaio is proud of its wines and champagnes, and has working agreements with all of the major distributors in the Bay Area. We will be able to provide you and your guests with any type of beverage you desire. If you desire to bring in your own wine and/or champagne, the Corkage fee for this is \$20.00 per bottle opened, to a maximum of 4 bottles. No Liquor, Beer, or any soft beverages (soft drinks, mineral waters, etc.) will be allowed to be brought in. Wine/Champagne bottles to be used are standard 750ml bottles. Magnums (1.5l) will carry a \$40.00 per bottle corkage price., to a maximum of 2 bottles. The Host of the event also acknowledges that Il Fornaio reserves the right to refuse service of alcoholic beverages to any and all guests at any time.

#### CONDUCT OF EVENT:

The Host of the event shall conduct the event in an orderly manner in full compliance with applicable laws, regulations, and hotel



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rules. The Host of the event assumes full responsibility for the conduct of any persons in attendance and for any damages done to any part of the premises by guests, invitees, and employees of the Host, independent contractors working for the Host, or other agents under the Host's control. Patron hereby indemnifies and hold harmless Il Fornaio, its officers, directors, employees, agents, and each of the foregoing, against any and all claims, liabilities, or costs (including reasonable attorney's fees and whether by reason of personal injury of death or property damage otherwise) arising out of, or connected with the event or this agreement, caused or contributed by the negligence of patron, or any guest, invitee, or agent of patron. Upon the request of Il Fornaio, patron shall procure and maintain, at its expense, policies of insurance, in such amounts, upon such terms and with such responsible insurance companies as shall be satisfactory to Il Fornaio. Including, comprehensive general liability coverage (with a specific endorsement acknowledging the insuring of contractual liabilities assumed by patron under the section) and such workers compensation, employer's liability and automobile liability coverage as may be required by Il Fornaio. Certificate of the insurance of each such policy shall be delivered to Il Fornaio at least 3 days prior to event. Each such policy shall name Il Fornaio as additional insured. Such insurance shall be considered primary of any similar insurance carriers by any of the above-named parties. A breach by Host of the event, or company conducting the event, of any of the terms or obligations of this section shall give Il Fornaio the right to immediately terminate this agreement.

**DECORATIONS/ENTERTAINMENT:**

We regret that we cannot allow amplified or live music at any time. Flowers, displays, and decorative items are welcomed but none can be affixed to any permanent structure at the restaurant. No candles or confetti are allowed. Clients are responsible to remove all items at the conclusion of their event. Il Fornaio will not be responsible for any lost, misplaced, or items left behind by the host or any of the guests of the host at any time. All items that are not removed by the client, shall be considered rubbish to be disposed of that evening by Il Fornaio.

**EVENT TIMES:**

Host agrees to begin its event at the scheduled time and to vacate the event space at the designated time on the contract. If the room is not vacated at the designed time, Il Fornaio reserves the right to bill the host for additional fees and costs incurred.

**FOOD AND BEVERAGE:**

Food, not prepared by Il Fornaio, cannot be served, displayed, or reheated by Il Fornaio or any employee of Il Fornaio at the event. Beverages, which are being brought by Host, can be served by the Il Fornaio staff, with prior knowledge of the Events Department in order to adequately staff to serve the host's own beverages. Bartender and labor charges will apply for this service.

Food may not be taken off premises after it has been prepared and served. Under no circumstances will remaining food from Buffet/Brunch menus be allowed to be taken as "to-go". Individual "to-go" bags are available for you and your guests at the event for their specific served meals.

**GUARANTEE/DEPOSIT/CANCELLATION:**

The Event Coordinator must receive by 11:00 AM, 3 business days prior to the event, the exact number of guests you are guaranteeing for the event. The count at that time shall not be reduced; however, we will prepare 5% over your guarantee. If no final guarantee is received, then the number on the Banquet Event Order shall constitute the Final Guarantee, and not be subject to reduction. Should your final guarantee be significantly less than your minimum guarantee then Il Fornaio/Canaletto reserves the right to move the event to a more suitable room for the size of the event. In order to secure your reserved date, Il Fornaio has sent this confirmation contract asking for a returned and approved copy and to provide a credit card to guarantee the event. Please see below for important credit card information. Some events may require a non-refundable deposit, that will be applied to the overall cost of the event. The amount of the deposit is listed in the confirmation contract along with the due date. Deposits are generally due 10 days after the event has been booked. In the event of Cancellation, the amount of deposit will not be refunded.

Cancellations: All deposits and payments are non-refundable. If cancellation occurs 7 days prior to the event, 25% of the estimated charges for the event will be charged; if cancellation occurs 4 days prior to the event, 50% of the estimated charges



