

**Little Rhein Steak House**

**231 S. Alamo**

**San Antonio, TX 78205**

**Tel 210-225-2111 Fax 210-271-9180**

**Fig Tree Restaurant**

**515 Villita St**

**San Antonio, TX 78205**

**Tel 210-224-1976 Fax 210-271-9180**

**GROUP RESERVATION POLICY**

Please indicate preference: Little Rhein Steak House \_\_\_\_\_ Fig Tree Restaurant \_\_\_\_\_

Dine In  Patio Weather Permitting  Private Room \_\_\_\_\_

Day/Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ Guest Count/Guarantee: \_\_\_\_\_

Reservation/Group Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Tel #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email address: \_\_\_\_\_

Address: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_ Deposit Amount: \_\_\_\_\_

Credit Card # (Amex/Visa/MC): \_\_\_\_\_ Exp: \_\_\_\_\_

**Please sign and return one copy of this contract with your deposit, payable via check or credit card, retaining a copy for your records.**

To confirm your reservation a non-refundable deposit of \$20.00 per guest is required. This deposit will be subtracted from your final bill, however, it is non-refundable should your party choose to cancel. One check will be presented and final payment is due upon completion of the event.

**Guarantee Policy:** A final guaranteed guest count is due by 12:00 p.m. (3) business days (Monday through Friday) prior to the event. If no guarantee is received, the highest number of expected guests will be considered the final guarantee. Client may not decrease the final guarantee but may increase based on restaurant's availability. Should the actual number of guests fall below the guarantee, client will be charged the **applicable fee** for each person below the guarantee. Restaurant will prepare for 5% above the guaranteed number.

**Cancellation Policy:** Should the client cancel within (3) business days of the scheduled event, client will be charged the **applicable fee** for the number of guests originally contracted. Cancellations are accepted by the Catering Office only and must be made during normal business hours, Monday through Friday 8 a.m. to 3:30 p.m. Any cancellation outside of (3) business days will result in the loss of the non-refundable deposit.

**Applicable Fee:** Client will be charged at \$70.00 per person plus tax and service charge for events at The Little Rhein Steak House and \$75.00 per person plus tax, gratuity and service charge for events at Fig Tree Restaurant for each person less than the guaranteed number.

**Pricing:** Prices are subject to change and will be confirmed 30 days prior to the event.

**Tax Exempt:** Tax exempt organizations must furnish a certificate of exemption to the restaurant in advance of the event.

**Seating:** Dining room and seating arrangements will be based on your final guest count. Should the final guarantee change from the expected number of guests the location assigned may be adjusted to an alternate location.

**Administrative Fee and Gratuity:** A 3% Administrative Fee will automatically be added to your final bill. The Administrative Fee does not represent a tip or gratuity for service employees but is utilized for catering department operating expenses and commissions. Service staff gratuities are not included in menu pricing and will be provided entirely to wait staff employees, service employees and bartenders.

As a convenience for completing the final bill at the conclusion of your event we ask that you pre-select the amount of gratuity you anticipate adding for the service staff. This gratuity percentage can be modified by you or your on-site contact at the conclusion of the event on the day of the event.

Please indicate which of the following gratuity percentages you would like to include by initialing one of the lines below.

Customary Gratuity Amounts:

18% \_\_\_\_\_ 20% \_\_\_\_\_ 22% \_\_\_\_\_ Other % \_\_\_\_\_

Upon conclusion of the event, the designated gratuity can be changed upon request by your on-site contact. Unless a modified gratuity is requested by the on-site contact on the day of the event, the gratuity percentage indicated above on this agreement will serve as the actual gratuity percentage.

Please indicate the name of the on-site event contact: \_\_\_\_\_

**A signature below indicates that you have read and consent to the terms of this agreement.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_