

contract & group sales policies

providence cafe

110 Perrin Place ~ Charlotte, NC 28207

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Visit our website @ www.providencecafe.com

We at providence cafe are very proud of what we do and believe that providing quality products and services to our guests will ensure satisfaction resulting in repeat business. This has been our goal for over a decade and we take this time to thank you for entrusting our experienced staff with your special event.

Our goal is to ensure that your event flows smoothly. Therefore, on parties of 15 or more, we require that you create your own personalized menu. With our help, you will choose from the following guidelines using the appropriate menu at the regular menu price: (**please limit separate checks to 2 or less per group**)

Menu Specifications: *** Luncheon Functions Require 4 Choices from Entrée Salads, Sandwiches, Pastas & Specialties ***

- limited number appetizers (optional)
- 1st course (up to 2 beginnings salads)
- 2nd course (up to 4 entrees chosen from our pastas & specialties)
- 3rd course (up to 2 desserts; special occasion cakes are available with advanced notice)
- beer/wine/mixed beverages & non-alcoholic beverages

Rooms Available for Semi Private Dining:

The Ravioli Room (holds a maximum of 26 guests)

In order to reserve this beautiful space with no room fees, you must meet the following requirements:

- 15 or more guests at lunch (**room fee of \$15.00 per person for each missing guest below requirement minimum**)
- 20 or more guests at dinner (**room fee of \$25.00 per person for each missing guest below requirement minimum**)

The Artichoke Room (holds a maximum of 48 guests)

In order to reserve this beautiful space with no room fees, you must meet the following requirements:

- 25 or more guests at lunch (**room fee \$15.00 per person for each missing guest below requirement minimum**)
- 30 or more guests at dinner (**room fee \$25.00 per person for each missing guest below requirement minimum**)

Additional Charges:

Cancellation Policy You must cancel by receipt from manager no later than 48 hours prior to scheduled function, otherwise a cancellation fee will be charged to your credit card in the amount of \$15.00 per person for lunch functions and \$25.00 per person for dinner functions. Special occasion cakes must be cancelled no later than 72 hours by receipt from manager prior to scheduled function or previously agreed retail price will be charged to your credit card.

Room Fees (if attendance is below minimum requirement)

Sales Tax (8.25%)

Gratuity Charge (20%)

Cake Cutting Fee (1.00 per person when guest provides dessert)

Corkage Fee (\$15.00 per 750 ml. bottle; wine & champagne only)

White Table Linen (no charge)

Acknowledgement: I have read and fully understand all of the above group policies, fees and charges set forth by **providence cafe**. (please expect confirmation of this document by receipt via e-mail; fax or by phone)

Customer Signature: _____

Date: ___/___/___

Credit Card Number: _____

Exp: ___/___/___

Event Date: ___/___/___ Event Time: _____ Number Guests: _____

E-mail address: _____

Name of Party: _____

Phone Number: _____

(Please fax signed contract to providence cafe @704.372.0193 as your space will be reserved upon receipt)