



PRIVATE DINING ROOM CONTRACT AND FOOD ORDERING FORM

Reserving a Room - Bravo! will gladly confirm your private room reservation upon receipt of a credit card and signed contract. Seating capacity and minimum required sales / deposit for each room is listed below. Payment in full is due upon completion of your event and may be made by cash, check or credit card. A 6% sales tax will be added to the final bill. A gratuity of 18% to 20% is customary.

Allegro Room – Located beyond the cafe and accommodates up to 35 guests.

Lunch events – Monday-Friday \$200.00 Saturday Lunch & Sunday Brunch \$400.00

Dinner events – Sunday-Thursday \$300.00 Friday & Saturday \$600.00

Primo Room – Located beyond the main dining room and accommodates up to 65 guests.

Lunch events – Monday-Friday \$300.00 Saturday \$600.00

Dinner events – Sunday-Thursday \$600.00 Friday & Saturday \$1500.00

A non-refundable deposit is required to confirm a private party booking.

Guaranteed Guest Count – To insure the highest quality of food and staffing, Bravo requires a guaranteed guest count 1 week before your event. Your room and billing will be set to accommodate this final count. We cannot accommodate separate checks for parties over 15 guests.

Rental Equipment – You are welcome to bring in audiovisual and other equipment. We are happy to make arrangements for rental equipment at an additional fee.

Decorating – Light decorating is permissible. We also can accommodate special cake requests. You may also provide your own cake, however a \$2.00 cake cutting fee per person will be added to the bill.

# Of Guests:	Menu Title:
Contact Name:	
Company:	Menu Price:
Phone:	
Fax:	
Address:	
Contract Date:	
Event Date:	
Event Day:	
Time Of Event:	
Room:	
Deposit: \$	
C.C. # / Chk #:	
C.C. Exp. Date:	
Lunch: _____ Dinner: _____ Cocktail: _____	
To Go: _____ Hot: _____ Cold: _____	Follow up calls / Notes / Details / Special Requests
Supplies:	
Layout:	
Bar Info:	Bravo! Rep _____ O.T. _____
5402 Portage Rd Portage MI. 49002	BravoKalamazoo.com
1-269-344-7700 / Fax: 1-269-344-7811	Events@BravoKalamazoo.net

CLIENT SIGNATURE _____