



## CACHE MAIN DINING LARGE PARTY CONTRACT

### THANK YOU FOR JOINING US FOR YOUR SPECIAL EVENT

The completed contract must be filled, signed, and returned to Cache to secure the date of your event.  
All charges will be on the day of your event, including all fees.

**Please complete this form & email it to: [events@cachelittlerock.com](mailto:events@cachelittlerock.com)**

|                        |            |               |             |
|------------------------|------------|---------------|-------------|
| NAME                   |            | COMPANY       |             |
| ADDRESS                | CITY       | STATE         | ZIP CODE    |
| CELL PHONE NUMBER      |            | OFFICE NUMBER |             |
| EMAIL                  |            |               |             |
| EVENT DATE             | START TIME | END TIME      | # OF GUESTS |
| DOWNSTAIRS MAIN DINING |            |               |             |
| EVENT TYPE             | ROOM       |               |             |

NAME ON CARD

CARD #

CCV #

EXPIRATION DATE

ZIP CODE

**THE UNDERSIGNED ACKNOWLEDGES AND ACCEPTS THIS CONTRACT AND ALL  
STIPULATIONS, AND AGREES TO COMPLY THE SAME**

CLIENT SIGNATURE

DATE

CLIENT PRINTED NAME

DATE

# POLICIES AND PROCEDURES

*The following policies explain the basic guidelines for Cache Restaurant*

***To ensure that both parties understand and agree to the terms and conditions stated within the contract, Cache management requests the host to write their initials next to each statement on the lines provided.***

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- \_\_\_\_\_ All Credit Card use has a Surcharge of 3% of the bill.
  - \_\_\_\_\_ Failure to inform us of party size changes 24 hours prior to the event is a \$25 per person missing headcount fee.
  - \_\_\_\_\_ Cork fee for wine is \$50/ bottle.
  - \_\_\_\_\_ Cake fee is \$25 when guest bring in their own dessert/cake.
  - \_\_\_\_\_ Reservations that are 30 minutes late will be canceled.
  - \_\_\_\_\_ 20% Gratuity will be added regardless of fluctuation in guest attendance.
  - \_\_\_\_\_ Reservations will be seated when 75% of the group is present.
  - \_\_\_\_\_ Failure to inform us of cancellation 24 hours prior will result in a charge of \$25 per person headcount fee
  - \_\_\_\_\_ Credit card information not given in person, the signature of the reservation will provide a picture of the front and back of credit card.
  - \_\_\_\_\_ Parties over 12 people understand that they must be on a set menu.
  - \_\_\_\_\_ Parties over 15ppl understand that the bill is one check.
  - \_\_\_\_\_ The Signature of The reservation is responsible for all damages, fees, or checks left unpaid by their guests

***I acknowledge the receipt and review of the Cache Restaurant Banquet Policies & Procedures and I agree to the above conditions.***

\_\_\_\_\_  
CLIENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CLIENT PRINTED NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CACHE MANAGEMENT SIGNATURE

\_\_\_\_\_  
DATE

***Please note that this contract is not valid until signed by Cache Management. Recipients should receive confirmation from Cache Management via phone call or email.***

*Every effort will be made by the staff and management of Cache to ensure a successful dinner.*

***THANK YOU FOR JOINING US FOR YOUR SPECIAL EVENT***