



VIVA BANQUET TERMS AND CONDITIONS

The following terms and conditions apply to all banquets hosted at Viva located at 15970 Los Gatos Blvd, Los Gatos, California 95032. By your signature below you are indicating that you have read and understand the Terms and Conditions stated herein and agree to be bound by the Terms and Conditions applicable to your banquet.

1. **Reservation Guarantee:** Upon making your reservation, you will be required to provide a valid credit card number, including the expiration date. This card will be used to hold the room for your event. Viva will not charge this card unless proper notification of cancellation of the event has not been given. See “Cancellation Fees” for proper notification.
2. **Cancellation Fees:** If you fail to timely submit written notification of your intent to cancel your banquet your credit card on file will be charged a \$250.00 cancellation fee. By your signature below you hereby authorize Viva to charge your credit card. Notification will be deemed timely if received within the following time frames:
 - a. At least 7-days in advance of a banquet scheduled during the months of January through November.
 - b. At least 30-days in advance of a banquet scheduled during the month of December.
3. **Room Fees:** Viva charges a banquet room fee that is over and above all other costs and fees associated with hosting the banquet. The actual Room fee that will be charged on the date of the banquet will be based upon the following room fee schedules:

(January – November Banquet Date)

- | | |
|--|----------|
| a. Back Banquet Room (Sunday-Thursday): | \$150.00 |
| b. Back Banquet Room (Friday & Saturday): | \$250.00 |
| c. Front Banquet Room (Sunday-Thursday): | \$150.00 |
| d. Front Banquet Room (Friday & Saturday): | \$250.00 |
| e. Viva a Go Go Room (Sunday-Thursday): | \$150.00 |
| f. Viva a Go Go Room (Friday & Saturday): | \$250.00 |
| g. Full Patio: | \$200.00 |
| h. Patio Portion Outside Front Banquet Room: | \$100.00 |
| i. Patio Portion Outside Front Dining Room: | \$150.00 |

(December Banquet Date)

- | | |
|------------------------|----------|
| a. Back Banquet Room: | \$250.00 |
| b. Front Banquet Room: | \$250.00 |
| c. Viva a Go Go Room: | \$250.00 |

(Initial)



- d. Full Patio: \$350.00
- e. Patio Portion Outside Front Banquet Room: \$150.00
- f. Patio Portion Outside Front Dining Room: \$250.00

4. **Food and Beverage Minimums:** Viva has a minimum charge for food and beverage sales based upon the day and time of your banquet. You are guaranteeing to pay the food and beverage minimums according to the following schedules:

(January – November Banquet Date)

- a. Back Banquet Room-Friday evenings after 4:00pm: \$1,500.00
- b. Front Banquet Room-Friday evenings after 4:00pm: \$1,500.00
- c. Back Banquet Room-Saturday evenings after 4:00pm: \$1,000.00
- d. Front Banquet Room-Saturday evenings after 4:00pm: \$1,000.00
- e. Viva a Go Go Room on days specified below: \$1,000.00
(Thursday, Friday, and Saturday evenings after 4:00pm)
- f. Back Banquet Room on days specified below: \$500.00
(Tuesday, Wednesday, Thursday, Friday, & Saturday lunches before 4:00pm)
- g. Front Banquet Room on days specified below: \$500.00
(Tuesday, Wednesday, Thursday, Friday, & Saturday lunches before 4:00pm)
- h. Back Banquet Room on days specified below: \$500.00
(Tuesday, Wednesday, and Thursday evenings after 4:00pm)
- i. Front Banquet Room on days specified below: \$500.00
(Tuesday, Wednesday, and Thursday evenings after 4:00pm)

(December Banquet Date)

- a. Back Banquet Room-Friday evenings after 4:00pm: \$1,800.00
- b. Front Banquet Room-Friday evenings after 4:00pm: \$1,800.00
- c. Back Banquet Room-Saturday evenings after 4:00pm: \$1,500.00
- d. Front Banquet Room-Saturday evenings after 4:00pm: \$1,500.00
- e. Viva a Go Go Room on days specified below: \$1,200.00
(Thursday, Friday, and Saturday evenings after 4:00pm)
- f. Back Banquet Room on days specified below: \$500.00
(Tuesday, Wednesday, Thursday, Friday, & Saturday lunches before 4:00pm)
- g. Front Banquet Room on days specified below: \$500.00
(Tuesday, Wednesday, Thursday, Friday, & Saturday lunches before 4:00pm)
- j. Back Banquet Room on days specified below: \$750.00
(Tuesday, Wednesday, and Thursday evenings after 4:00pm)
- k. Front Banquet Room on days specified below: \$750.00
(Tuesday, Wednesday, and Thursday evenings after 4:00pm)

(Initial)

5. **Personalized Menus:** As part of our banquet packages Viva will prepare, at no additional cost, a personalized menu. For an additional fee, Viva’s graphic designer will prepare a custom designed menu for your banquet. This cost will be agreed upon in advance and included in the Event Details.
6. **Pre-Ordering:** If the following information is not submitted in writing to Viva’s Event Coordinator at least 14-days prior to the scheduled date of the banquet, a 10% surcharge of the food and beverage subtotal will be added to your bill at the end of your event:
 - a. The total number of guests that will be attending the banquet, and
 - b. The food and beverage items that will be served to those guests.

7. **Minimum Banquet Cost:**

The minimum cost for your banquet will be the room fee plus the GREATER of the following:

- a. the food and beverage minimums specified in section 4 above,
- b. the costs calculated based upon the pre-order or
- c. the actual costs of the food and beverage sold on the day of the banquet.

8. **Miscellaneous Costs:** The following other costs, if any such costs are incurred, will be added to the banquet bill:

- a. Wine Corkage: \$15.00/750ml
- b. Sparkling Non-Alcoholic Beverage Corkage: \$10.00/bottle
- c. Cake/Cupcake/Pie Plating: \$2.50/person
with scoop of Ice Cream: \$3.50/person
(Viva will not be responsible for desserts, wine or decorations delivered prior to the banquet)
- d. Television/Monitor
(\$50.00 will be charged to the credit card on file if any of the television/monitor equipment is not returned in working order)

8. **Decorating/Television Use:** Decorating for your banquet is permitted; however, you shall not put tacks or nails in the wall nor shall you be permitted to use confetti on the tables. You will be responsible for cleaning up all decorations immediately following the conclusion of your banquet.

Our television monitor accepts any laptop with an HDMI connection. Any other connections will need to be provided by the customer. i.e. mac, RGB

(Initial)



Los Gatos Neighborhood Eatery

9. **Payment:** Payment is due immediately following the conclusion of your banquet. Split checks are not allowed. Viva accepts the following forms of payments:

- a. Cash
- b. Company Check
- c. Visa
- d. Mastercard
- e. American Express and
- f. Discover

10. **Gratuity:** Viva will not automatically add server gratuities to your bill. The suggested gratuity is 20% of the total charge for food and beverages; however, the level of gratuity actually paid is fully within your discretion.

I fully understand and agree to be bound by the terms and conditions stated herein.

Signed on this the ____ day of _____, 2017.

(signature)

(printed name)

(name of event)

(date of event)

(room selection)

(Initial)

Credit Card Authorization Form

PLEASE PRINT OUT AND COMPLETE THIS AUTHORIZATION AND RETURN TO US.
All information will remain confidential.

Cardholder Name: _____

Phone Number: _____

Event Date: _____

Credit Card Type: _____ Visa _____ Mastercard _____ Discover _____ Amex

Credit Card Number: _____

Expiration Date: _____

I authorize _____ to charge the agreed upon amount listed under
“Cancellation Fees” to the credit card provided herein if I do not submit a cancellation notice in a
timely manner. I agree that I will pay for this purchase in accordance with the issuing bank
cardholder agreement.

Cardholder – Print Name, Sign and Date Below:

Signed: _____

Dated: _____

Name: _____

Once signed, return the complete form to:

Viva Restaurant
Mike Binschus
General Manager/Event Coordinator
15970 Los Gatos Blvd.
Los Gatos, CA 95032
mikeb@vivalosgatos.com
C: (408) 656-4546
O: (408) 356-4902
F: (408) 356-4903