



# IN HOUSE PRIVATE PARTY DETAILS

BACK ROOM

"SEATS 50"

## BREAKFAST OR LUNCH

MON. - FRI. 7AM-4PM

- \$500 minimum (lunch) + tax and service charge
- Breakfast and lunch combined will be \$700 minimum + tax and service charge

## WEEKDAY DINNER

MON. - THU. 5PM-CLOSE

- \$500 minimum + tax and service charge

## WEEKEND DINNER

FRI. & SAT. 5PM-CLOSE

- \$1,000 minimum + tax and service charge

## DÉCOR

Guests are welcome to show up 1 hour before scheduled event to decorate for event. Please no tape on the walls, glitter or confetti. Julie's Cocina does offer additional services in order to assist with planning, purchasing and setting up for event. A quoted fee will be presented after a proposed plan and list are provided.

## DEPOSITS & CANCELLATIONS

There is not a deposit to hold the room, however if the event is cancelled less than 7 calendar days prior to the scheduled event, a charge of \$250 will be applied to the credit card listed on the contract. If the event is cancelled less than 24 hours prior to the scheduled event, the full minimum will be applied to the credit card listed on the contract. Payment is due in full on the date of your event. Due to the nature of reservations, all private dining rooms are first come first serve and not considered reserved until a signed contract is received.

## MUSIC AND PRESENTATIONS

Live bands, musicians and DJ's are not permitted unless otherwise approved by Julie's Cocina appropriate staff. The "Back Room" is provided with a 55" flat screen that can be connected with a computer or projector. It is the sole responsibility of the guest to provide all working cords, equipment, stands, screens, etc. in order to utilize the function in which is needed for the flat screen provided.

## FOOD AND SERVICE

For more efficient service, it is recommended that all food orders are known in advance. Both traditional style serving and buffet style serving is offered. This will need to be arranged no later than 10 calendar days before event. If "order from menu" is desired (not recommended for parties greater than 25), this will be allowed, however it could delay service, as receiving and sending orders will be done at time of event.



# PRIVATE PARTY AGREEMENT

PLEASE FILL OUT ENTIRELY

I, \_\_\_\_\_, do hereby authorize Julie's Cocina to charge the following account:

(Check One) VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_ AMERICAN EXPRESS \_\_\_\_\_ DISCOVER \_\_\_\_\_

ACCOUNT # \_\_\_\_\_ EXP. DATE \_\_\_\_\_ BILLING ZIP CODE \_\_\_\_\_

I understand that by signing this contract I am authorizing the charge to my credit card for use of private dining space for the event date and time that I have selected on \_\_\_\_\_ (date/time). I am also responsible for all taxes applied, as well as a 20% server charge.

Cancellations must be made by \_\_\_\_\_, 7 calendar days prior the the event to avoid a charge of \$250 applied to the account above. Events cancelled within 24 hrs of the reservation will be charged the minimum of \$ \_\_\_\_\_, plus tax and server charge. I understand I am responsible for payment at the conclusion of the event.

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

PARTY DATE \_\_\_\_\_ PARTY TIME \_\_\_\_\_

TOTAL NUMBER OF GUESTS \_\_\_\_\_ ADULTS \_\_\_\_\_ CHILDREN \_\_\_\_\_

EMAIL ADDRESS(S) \_\_\_\_\_

PHONE \_\_\_\_\_ ALT. PHONE \_\_\_\_\_

### FOOD AND SERVICE OPTIONS (please check one for both 1 and 2)

1) BUFFET \_\_\_\_\_ TRADITIONAL STYLE SERVING \_\_\_\_\_

2) PRE-ORDER \_\_\_\_\_ OPEN MENU \_\_\_\_\_

Special instructions: \_\_\_\_\_

### BAR OPTION (please check one)

Open Bar \_\_\_\_\_ Wine & Beer \_\_\_\_\_ Wine, Beer & Margaritas \_\_\_\_\_

No Alcohol \_\_\_\_\_ Other \_\_\_\_\_ (please describe below)

### OCCASION (please check one)

Birthday \_\_\_\_\_ Anniversary \_\_\_\_\_ Business Gathering \_\_\_\_\_ Baby Shower \_\_\_\_\_

Bridal Shower \_\_\_\_\_ Wedding Reception \_\_\_\_\_ Rehearsal Dinner \_\_\_\_\_

Other ( please describe) \_\_\_\_\_

### EVENT TITLE:

Special request and/or notes: \_\_\_\_\_

Contact Owners: Frank Marquez or Julie Briceño

830.265.5804 - info@eatatjulies.com

EatAtJulies.com



# PRIVATE PARTY AGREEMENT

Sales of Merchandise, TO GO Food, TO GO Wine/Alcohol or Gift Cards will not be applied to the minimum and will not be permitted if the minimum is not met.

1. We DO require a credit card to secure the reservation. This card will be charged \$250 if responsible party cancels less than 7 calendar days prior to the event.
2. All events booked require a minimum for food and beverage for the room. There is no room charge unless responsible party fails to meet this minimum, at which time you will be charged the difference.
3. An 8.25% sales tax and 20% server charge will be added to the final bill. Tax-exempt organizations must provide a copy of their tax-exempt certificate prior to the event.
4. No food or beverages of any kind are to be brought into the restaurant or the grounds from an outside source, unless special provisions have been agreed and signed consent have been completed. Alcohol cannot be taken off the grounds for any reason.
5. Guarantees for attendance are required 48 hours prior to the event. Responsible party will be charged for the guarantee of the actual number served, whichever is greater. If a guarantee is not provided, the restaurant will take the known estimate of the parties guarantee.
6. If choosing the option for pre-set menu serving or buffet, decisions will need to be made 7 calendar days prior to the event.
7. One check per party. We are not able to offer separate checks for each guest. However, if this is absolutely not possible, please contact Julie's Cocina prior to event and alternative options may be considered.
8. We accept all major credit cards, checks and cash as forms of payment. No direct billing.
9. For the safety of our guests, Julie's Cocina will not serve alcoholic beverages to intoxicated persons or minors (even if accompanied by parents). Any guest that is violating this policy will be escorted off the premises.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Date \_\_\_\_\_ Date of Event \_\_\_\_\_

**To secure your reservations please email or hand deliver signed pages 2 and 3.**

**Mailing Address:**

**4319 West FM 2147**

**Cottonwood Shores, Texas 78657**

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