

CREDIT CARD AUTHORIZATION FORM AND CONTRACT

580 MATEO STREET ARTS DISTRICT DTLA, CA. 90013 | MAIN: 323.825.5381

www.zinccafe.com | EVENT EMAIL: events@zinccafe.com

EVENT DETAILS

Host's Name:

Type of Event:

Room: Private Dining Room Bar Mateo

Time: _____ am/pm Date: _____

GUARANTEED HEAD COUNT ATTENDING: DUE 48 HOURS PRIOR*

_____ Adults _____ Children

MENU OPTION(s) Check one Box: DUE 48 HOURS PRIOR*

- Full La Carte Menu

- Custom Pre Fixe Menu \$30/guest

(Menu Preparation Fee \$50.00)

Menu Heading (only applicable for custom Pre Fixe Menus):

ADD ON SERVICES:

Additional Pre Selected Menu Items

(Catering Platters, Wine, Bottled Water, Appetizers, etc)

A LA CARTE ALCOHOLIC BEVERAGE LIST:

Server please offer Do not offer Upon request only

NON-ALCOHOLIC BEVERAGE SERVICE

Server please offer Do not offer Upon request only

CAKE:

Zinc will provide: Guest will Provide:

Cake Choice : _____

DECORATION POLICY: Decorations are limited to flowers and table top decor only. Banners and other hanging decorations are not permitted and will be asked to be removed. Balloons, Confetti and Glitter are not allowed.

CREDIT CARD AUTHORIZATION

First Name on Credit Card:

Last Name On Credit Card:

Credit Card #:

Expiration Date: ____/____ CVV Code: ____

I am authorizing Zinc Cafe & Market to use this card for day of event

Yes, and I will be sure to bring this card

No, I will pay day of event with another form of payment.

Phone #: _____

Email: _____

GUEST COUNT AND CANCELLATION POLICY:

Parties of 8 people or greater at Zinc Cafe & Market are subject to 18% gratuity and current state sales tax 9.5%.

A Final Guaranteed Guest Count is required 2 business days prior to the event. Whichever is greater, will be used when calculating your event charges.

Parties of 12-20 people, require a 1 week cancellation

For parties of 20 or more, a 1 month cancellation

Failure to comply with our cancellation policy will result in a \$20.00 per person charge for Breakfast/Lunch and a \$40.00 per person charge during dinner service.

Upon your initial inquiry, all reservations are held for 48 hours as a "tentative " reservation and will be considered booked upon receipt of signed contract and Credit Card Authorization Form.

I accept the terms:

Cardholder Signature:

Date: _____