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Large Group Agreement

Thank You for making your reservation at Coconuts, Coconuts pride itself on being the most popular Caribbean Restaurant in Bay Area. We would like to ensure your entire requirement for your party is discussed and planned prior to your event. **For group of 12 or more we require set menu from our large group menu selections. Menu Selection should be discussed and selected prior to the event, our chef will customize a special menu for your guest's dietary needs.**

Decorating and Special Services:

You may make arrangements with the management ahead of time to drop things off or have celebratory cakes delivered. Entertainment is only allowed at buyout . A \$15 Corkage Fee will be charged on wines and \$10 cake fee on all cakes brought in.

**ATTENDANCE CONFIRMATION
& DEPOSIT AUTHORIZATION**

I _____ authorize Coconuts Caribbean to charge my Credit Card for an attendance guarantee for my event on the date of _____ at _____ am/pm for _____ persons. Deposits are held for all large parties and will only be charged to the card in the event Of a NO SHOW

CREDIT CARD NUMBERS MUST BE SUBMITTED AS IT IS PART OF THE CONTRACT.

This is a confirmation of the number of guests you expect for your party. If you do not call ahead to Change the number of guests within 72 hours of your event you will be charged for the amount of guests you committed to.

If there are any unforeseen events that affect the attendance of your party it is left to the manager's discretion at the time of your event. The price you will be charged for persons not attending is the same as the menu price per person for your event.

Credit Card _____

Expiration- Date _____

Deposit amount _____

We gladly accept VISA, Mastercard, American Express, Diner's & Discover

Signature and Date Received by _____

Telephone Number _____

Date _____

Terms of Special Events Contract

1. **Deposits:** Deposits are held for all large parties and are only charged to your card in the event of a NO SHOW or cancellation within the 72 hour cut off time. This excludes buyouts. The attendance guarantee must be completed and faxed in to secure your event. A Negotiated deposit is required for all buyouts and is non refundable if cancellation takes place within 30 days of your event.

2. **Guaranty minimum:** The number of guests attending the event must be guaranteed no later than 3 days in advance of the function. This final guest count will be the number that you will be charged for at the time of the event regardless of attendance. Notices of significant decrease in the number of party due to Unforeseeable circumstances will be handled at management's discretion. Increases in your final count are subject to all applicable charges.

3. **Cancellation:** If you need to cancel a large party there is a 72 hour cut off time. If you cancel the whole Event within the 72 hours we reserve the right to charge your card for the amount figured on the attendance guarantee .

4. **Service Charge:** Coconuts Caribbean will apply the customary service charge of 18% to all food and beverage charges. Applicable sales tax is added to the cost of the function.

(Your signature and date) _____

(Received by Coconuts Caribbean) _____