



# Private Room Reservation & Agreement

107 Depot Drive, Madison. MS. 39110

601-856-3822

“Eat, Drink, Relax...we’ll take care of the rest”

We are very excited about the opportunity to work with you and your group. Our goal at The Strawberry Café is to provide quality service when you host your special event. We want to relieve you of the many details that go along with hosting an event so that you, as well as your guests, can truly enjoy this special time.

A food and beverage minimum is required to reserve space privately (see below for room accommodations and minimums associated with each). This is an inhouse sales minimum of **food and beverages** purchases only. Please read this agreement carefully, sign and return with the deposit information to your event coordinator to confirm and book your reservation.

## Food and beverage minimums for reserving our Private Dining Rooms are as follows...

### Madison Room: 12-15 people maximum

Brunch, Sunday	(\$325.00)
Lunch, Monday – Thursday	(\$200.00)
Lunch, Friday & Saturday	(\$250.00)
Dinner, Monday – Thursday	(\$400.00)
Dinner, Friday & Saturday	(\$500.00)

### Magnolia Room: 10-12 people maximum

Brunch, Sunday	(\$250.00)
Lunch, Monday – Thursday	(\$100.00)
Lunch, Friday & Saturday	(\$150.00)
Dinner, Monday – Thursday	(\$275.00)
Dinner, Friday & Saturday	(\$325.00)

### Madison and Magnolia Room: 20-25 people maximum

Brunch, Sunday	(\$575.00)
Lunch, Monday – Thursday	(\$300.00)
Lunch, Friday & Saturday	(\$400.00)
Dinner, Monday – Thursday	(\$675.00)
Dinner, Friday & Saturday	(\$825.00)

*Private party reservations available Friday and Saturday starting as early as 10:30 am.*

*Sunday Brunch reservations available 10:30am or 2:00-2:30 pm, other times may be available upon*

## Additional Service Information...

### Menu Selection

A minimized menu is required for parties of 15 or more. Your event coordinator will consult with you on creating a minimized menu perfect for your special event. Outside food and beverage is not permitted, we appreciate your consideration and cooperation.

### Payment and Gratuity

We are sorry for any inconvenience, but there will not be separate checks for 12 or more unless discussed prior to the event with the event coordinator. There is no automatic gratuity included on parties. Please tip your server accordingly.

### Special Services and Amenities

The Strawberry Café will provide additional services and amenities if desired, i.e. candles, linens, etc. Linens tablecloths are \$2.50 per tabletop. Linen Napkins are available upon request Monday-Saturday lunch/brunch for \$0.25 each. Napkin fee will be waived for Monday- Saturday Dinner and Sunday Brunch. Please discuss with your event coordinator so that we may accommodate your needs. Additional fees may apply for requested services and amenities.

Please do not hesitate to contact us if you have any questions concerning the private room agreement, our accommodations or minimums, room availability, menu options or to inquire about any additional ways we may be of service. The event coordinator can be reached by calling **601-856-3822** or emailing [eat@strawberrycafemadison.com](mailto:eat@strawberrycafemadison.com). Thank you for choosing The Strawberry Café to host your special event...we look forward to working with you.



# Private Room Agreement

## EVENT DETAILS

DATE OF EVENT \_\_\_\_\_ NUMBER OF GUEST \_\_\_\_\_

RESERVED ROOM NAME \_\_\_\_\_ MINIMUM AMOUNT \_\_\_\_\_

*(i.e. Madison, Magnolia...see first page for room names and food and beverage minimums associate with each space)*

OCCASION \_\_\_\_\_ SET-UP ARRIVAL TIME \_\_\_\_\_

*There is a maximum of 30 minutes prior to your events start time to set up. (Please no balloons or tape on the walls.)*

PARTY RESERVATION TIME \_\_\_\_\_ TO \_\_\_\_\_

*There is a two-hour maximum on reserving Private rooms. If this limit is surpassed, an additional fee of \$50.00 per 30 minutes will be applied. This fee does not apply towards your minimum. Accommodations for more time can be discussed prior to the event with the event coordinator. On the date of your event, if you find that you are running late, please contact us as soon as possible. In the event that we have not heard from you, we will attempt to contact you by the phone number provided. If our attempts to reach you are unsuccessful, we will hold your reservation for a maximum of twenty (20) minutes at which time we will release your reservation and the food and beverage minimum requirements for your reservation will be charged to your payment on file*

## CONTACT INFORMATION

NAME \_\_\_\_\_

EMAIL \_\_\_\_\_

PHONE # \_\_\_\_\_ ALTERNATE PHONE # \_\_\_\_\_

*(where you can be reached on your event date)*

## DEPOSIT INFORMATION

*A \$50.00 deposits is non-refundable and is required to hold your reservation for each room booked, however, the deposit will be applied toward your final bill. There is a no cancelation policy of 72 hours prior to the time of your scheduled event. Cancelations beyond this point will be responsible for the minimum amount required for your private reservation.*

### **Credit Card Deposit Information:**

*Credit Card deposits will be held on file and not charged unless cancelations occur.*

Credit Card Type \_\_\_\_\_ Name on Card \_\_\_\_\_

Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*(Your signature above indicates you have agreed to the minimum requirement for your private reservation and the cancelation policy.)*