

# DASHIELL HOUSE

511 Villita Street  
San Antonio, Texas 78205

Mailing Address: c/o Little Rhein Steak House, 231 South Alamo, San Antonio, TX 78205  
Tel 210-225-2111 Office Hours: 9:00 a.m. – 4:00 p.m.

## GROUP RESERVATION POLICY

Day/Date of Event: \_\_\_\_\_ Reception Time: \_\_\_\_\_ Dinner Time: \_\_\_\_\_

Guest Count/Guarantee: \_\_\_\_\_

Reservation/Group Name: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Email address: \_\_\_\_\_

Tel #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_ Deposit Amount: \_\_\_\_\_ (\$20 x Number of Guests)

Credit Card: Amex Visa MC Discover

Account No: \_\_\_\_\_ Exp: \_\_\_\_\_ 3 or 4 Digit Code: \_\_\_\_\_

**Please sign and return one copy of this contract with your deposit, payable via check or credit card, retaining a copy for your records.**

To confirm your reservation a non-refundable deposit of \$20.00 per guest is required. This deposit will be subtracted from your final bill, however, it is non-refundable should your party choose to cancel. One check will be presented and final payment is due upon completion of the event. Direct billing can be arranged.

**Guarantee Policy:** A final guaranteed guest count is due by 12:00 p.m. (3) business days (Monday through Friday) prior to your event. If no guarantee is received, the highest number of expected guests will be considered the guarantee. Client may not decrease the final guarantee but may increase based on restaurant's availability. Should the actual number of guests fall below the guarantee, client will be charged the applicable fee for each person below the guarantee. Restaurant will prepare for 5% above the guarantee.

**Cancellation Policy:** In the event of cancellation, fees will apply as follows: (6) months or more, 20% of estimated revenues; (90) days to (6) months prior, 40% of estimated revenues; (30) to (89) days prior, 50% of estimated revenues; (4) to (29) days prior, 80% of estimated revenues; (72) hours or less, 100% of estimated revenues. All cancellations must be received in writing via fax (please notify us for fax) or email and preceded by telephone notification.

**Applicable Fee:** Client will be charged food price plus \$10.00 per person, tax and service charge for events at The Dashiell House for each person less than the guaranteed number.

**Pricing:** Prices are subject to change and will be confirmed 30 days prior to the event.

**Tax Exempt:** Tax exempt organizations must furnish a certificate of exemption to the restaurant in advance of the event. Nonprofit organizations cannot claim an exemption from the mixed beverage sales tax on alcohol purchases. The purchase of alcohol does not relate to the exempt purpose of an organization. Governmental entities however, are exempt from the tax.

**Seating:** Dining room and seating arrangements will be based on your final guest count. Should the final guarantee change from the expected number of guests the location assigned may be adjusted to an alternate location.

**Noise Disclaimer:**

The grounds of the Dashiell House overlook the Arneson River Theater and are adjacent to the Cos House and other surrounding venues in La Villita. From time to time, there are events at these locations that may have loud music that can be heard while on the grounds of the Dashiell House.

If this is a concern, it is possible (based on availability) to rent the Arneson stage to ensure that there is no entertainment on the stage during your event. On occasion, events can occur in La Villita without any warning. Although we work very hard on keeping up with the city's schedule, unscheduled events or scheduled events after your party has been booked are beyond our control.

Rental fee of the Arneson River Theater is \$500.00 plus 8.25% sales tax.

**Administrative Fee and Service charge:** A 5% Administrative Fee will automatically be added to your final bill. The Administrative Fee does not represent a tip or service charge for service employees but is utilized for catering department operating expenses and commissions. Service staff service charges are not included in menu pricing and will be provided entirely to wait staff employees, service employees and bartenders.

**Service Charge:**

Service Charge is 20%. Upon conclusion of the event, the service charge will be applied to the bill before presentation of the check.

**Menu and Wine Selections** are needed 14 business days before your event date. If your event is less than 14 business days from the signing of this policy, your selections are required as soon as possible. Late selections may run the risk of a limited menu or wine selection.

Please indicate the name of the on-site contact from your group: \_\_\_\_\_

**A signature below indicates that you have read and consent to the terms of this agreement.**

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