

**LITTLE RHEIN STEAK HOUSE**

231 S. ALAMO  
 SAN ANTONIO, TX. 78205  
 210-225-2111

***Fig Tree Restaurant***

515 Villita St.  
 San Antonio, TX 78205  
 210-224-1976

B  C  T

**GROUP RESERVATION POLICY**

Please indicate preference: **Little Rhein Steak House** \_\_\_\_\_ ***Fig Tree Restaurant*** \_\_\_\_\_

Dine In  Patio Weather Permitting  Private Room Name: \_\_\_\_\_

Day/Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ Guest Count/Guarantee: \_\_\_\_\_

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

Contact: \_\_\_\_\_

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

Email address: \_\_\_\_\_

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.

**Guarantee Policy:** A final guaranteed guest count is due by 12:00 p.m. (3) business days (**Monday through Friday**) prior to the event. If no guarantee is received, the highest number of expected guests will be considered the final 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 guaranteed number.

**Cancellation Policy:** Should the client cancel within (3) business days of the scheduled event, client will be charged the **applicable fee** for the number of guests originally contracted. Cancellations are accepted by the Catering Office only and must be made during normal business hours, Monday through Friday 9:00 a.m. to 3:30 p.m. Any cancellation outside of (3) business days will result in the loss of the non-refundable deposit.

**Applicable Fee:** Client will be charged at \$70.00 per person plus tax and service charge for events at **The Little Rhein Steak House** and \$75.00 per person plus tax, gratuity and service charge for events at **Fig Tree Restaurant** 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.

**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.

**Administrative Fee and Service Charge:** A 3% 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 is 20%. Upon conclusion of the event, the service charge will be applied to the bill before presenting 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: \_\_\_\_\_