

**Private Event Request Sheet** *(to be completed by Host)*

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**Name of Event/Group:** \_\_\_\_\_

**Date and Time of Event:**      Date: \_\_\_\_\_      Start Time: \_\_\_\_\_      End Time: \_\_\_\_\_

**Number of Guests Expected\*:** \_\_\_\_\_

**Space Desired: (circle)**      Dining Alcove • Main Dining Room • Wine Bar • Buy-Out / Other Request

**Type of Event: (circle)**      Lunch • Wine Tasting • Cocktail Reception • Private or Wine Dinner

**Seating Request: (circle)**      Wine Bar: Bar Seating and Standing • Seated: Dining Room and Alcove

**Food Service Details:** \_\_\_\_\_

**Beverage Service: (circle)**      Beer & Wine /hour • Open Bar /hour • Premium Open Bar /hour

**Beverage Service Details:** \_\_\_\_\_

**Additional Notes or Requests:** \_\_\_\_\_

**Estimate and Deposit Information\*\***

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Name of Party Organizer: \_\_\_\_\_

Contact Information of Organizer      Email Address \_\_\_\_\_      Phone/Mobile No. \_\_\_\_\_

Estimated Price: \_\_\_\_\_ *Before 10% Tax & 23% Gratuity*

Credit Card: \_\_\_\_\_      Exp. Date: \_\_\_\_\_

Authorized Signature\*\*\* \_\_\_\_\_

Mendocino Signature \_\_\_\_\_

\*A Final head count is needed no later than 48 hours before the event. Changes after 48 hours may incur additional costs. For last minute adjustments of more than a 15% increase in guest count, a 20% surcharge will be added to the standard per guest rate for all additional guests.

\*\*All cancellations must be received by email, at least 21 days before the confirmed event date to avoid cancellation fees.

\*\*\***By signing, I agree to all terms, conditions, and fees described above.**

Space is not guaranteed until a signed Event Request Sheet, with deposit information has been received by Mendocino and then must be confirmed by Mendocino Management with either a returned, signed contract or an email specifying that the event is confirmed.