

# Ronettis Pizza

23 South Main Street  
London, OH 43140

**(740) 852-1950**

[www.londonohiopizza.com](http://www.londonohiopizza.com)

## BANQUET ROOM CONTRACT

Date of activity: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Thank you for allowing Ronettis Pizza to host/cater your event. We hope you enjoy your time here, and all of your expectations will be met! If you may need any additional services throughout the night, please let us know.

**If there are any special food/alcohol requests, please speak with Ronettis Management ASAP. Any request will need to be finalized no later than the Monday prior to your event date!**

### Rental Rates/Charges:

- \$25 deposit to secure the room. Deposit is then applied to your food/drink bill
- If there are less than 25 guests, there will be a \$30 room charge
- Standard menu prices are effective. No outside food/drinks/ice cream may be brought in

*\*No rental date is held until the deposit is received. Deposit is refundable up until 7 days prior to event.*

### Rental Regulations:

- Food orders **must** be placed no less than 4 hours in advance of scheduled rental time. Additional food may be ordered throughout event, if necessary
- Dining area (tables and chairs) should be returned to their original placements before departure
- All decorations must be removed
- All trash must be placed in appropriate receptacles
- Absolutely **NO** alcohol may be brought in from the outside. **NO EXCEPTIONS**
- NO outside food/drinks may be brought into the restaurant
- NO outside ice cream may be brought into the restaurant. Any ice cream will be purchased through Ronettis Pizza, from Layla's Sweet Treats. These arrangements must be made prior to event

- You may bring in your own cake/cupcakes, if desired

**Cancellation Charges:**

- Cancellations made 7 days prior to the rental date will not be charged a cancellation fee, and will receive a full refund

**Damage Charges:**

- In the event of any damages to the facility, the deposit paid will not be refunded

**Additional comments/regulations:**

- All questions/concerns during the event can be addressed with your server
- Please be considerate of the patrons downstairs in regards to the noise and stomping on the floor
- Only authorized individuals should be in the rear of the banquet hall and in the supply/utility room.
- To help preserve the floors, please do not slide tables along the floor. If you intend to move them, please use assistance to pick them up
- Do not place anything on the walls/ceiling/duct work that may cause damage
- Use care when working with TV's, and/or any other electronic devices
- Please DO NOT open windows
- If you wish to hang items along the duct work, please be mindful of the ceiling fans
- Return all tables and chairs to the appropriate places
- Upon arrival, please be sure to familiarize yourself with the emergency exit location, and the route out. If the emergency exit should need to be utilized, your server will escort you

**Ronettis Use Only**

*Deposit: \$ \_\_\_\_\_*

*Food Charges: \$ \_\_\_\_\_*

*Total Balance Due: \$ \_\_\_\_\_*

**By signing, I agree to the above stated terms and conditions.**

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Ronettis Management: \_\_\_\_\_ Date: \_\_\_\_\_