

Terms and Conditions for Private Events

Baraonda, Bella Blu, Ciaobella and Per Lei

All bookings for Private Events are subject to the following terms and conditions:

1. **Confirmation:** A credit card number is required to confirm your event. Until this is received your booking is provisional.
2. **Payment:** Full payment must be made on the day of the event, Baraonda, Bella Blu, Ciaobella and Per Lei does not invoice for any events.
3. **Length of Event:** Extension of the event must be agreed by the Event Director or Duty Manager.
4. **Cancellation Policy:** If the event is cancelled more than **4 days prior** to the booking, no fee will be incurred. If the event is cancelled 3 days prior to the booking, Baraonda, Bella Blu, Ciaobella and Per Lei retains the right to charge a cancellation fee of 50% of the entire dinner which (tax + service included) before that period or if an event is cancelled within **2 days** of the booking then Baraonda, Bella Blu, Ciaobella and Per Lei retains the right to charge 100% of the entire dinner. In the event of extraordinary circumstances, no fee will be applied.
5. **Payment:** Baraonda, Bella Blu, Ciaobella and Per Lei accepts American Express, Visa, Master Card, and Cash. Events must be paid for on the day and Baraonda, Bella Blu, Ciaobella and Per Lei. The Proietti Group does not invoice events for Corporations or Individuals. The credit card guarantee will be used for full payment of the event or any cancellation policy unless otherwise approved by Baraonda, Bella Blu, Ciaobella and Per Lei.
6. **Taxes and Additional Charges:** Customer agrees to pay any and all federal, state, municipal, entertainment or other taxes imposed on, or applicable to, the event.
7. **Tax Exempt Status:** Groups or organizations claiming exemption from applicable federal, state, or municipal taxes are responsible for providing Baraonda, Bella Blu, Ciaobella and Per Lei with a copy of the organization's New York state exemption certificate before credit will be given for charges on applicable taxes. In the event Baraonda, Bella Blu, Ciaobella and Per Lei does not receive from the Host a copy of the tax-exempt certificate, appropriate federal, state, and municipal taxes will be charged where applicable.
8. **Other Food and Drink:** Due to health, safety and liquor laws and regulations, no food or beverages may be brought into the privately hired facilities or any other licensed area of Baraonda, Bella Blu, Ciaobella and Per Lei for a party or meeting without prior written approval from the General Manager. Such approval may be granted or withheld by Baraonda, Bella Blu, Ciaobella and Per Lei in its sole discretion. A service corkage fee will be charged on all items not supplied by Baraonda, Bella Blu, Ciaobella and Per Lei. Corkage is \$20 per bottle limited to 3 bottles.

The Proietti Group

212.802.5587 www.proiettigroup.com events@proiettigroup.com
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9. **Conduct of Events:** Customer agrees to conduct the event in an orderly manner and in full compliance with applicable laws and rules and regulations promulgated by Baraonda, Bella Blu, Ciaobella and Per Lei. Baraonda, Bella Blu, Ciaobella and Per Lei reserves the right to refuse service to or eject any loud or disruptive members of the party. Host assumes full responsibility for the conduct of all persons in attendance at the event, including guests, employees or third parties hired by the member. The customer will be responsible for any damage done to any of the privately hired facilities or property during any time the premise is under the control of the member or member's agents, invitees, employees or independent contractors hired by or on behalf of the Host.
10. **Deliveries:** With prior arrangement, Baraonda, Bella Blu, Ciaobella and Per Lei will accept packages only on the day of the event. Baraonda, Bella Blu, Ciaobella and Per Lei assumes no liability for any such items, unless such loss is attributed to the gross negligence of Baraonda, Bella Blu, Ciaobella and Per Lei or its employees.
11. **Storage:** Baraonda, Bella Blu, Ciaobella and Per Lei cannot store or take responsibility of any equipment, gifts or products that may be used in conjunction with an event.
12. **Rentals and Special Purchases:** All outside vendors contracted by the customer, including florists, rentals, décor, and entertainment, must be approved by Baraonda, Bella Blu, Ciaobella and Per Lei. Customer agrees to pay all expenses incurred for all arrangements made by Baraonda, Bella Blu, Ciaobella and Per Lei on customer's behalf. Baraonda, Bella Blu, Ciaobella and Per Lei is not responsible for Host displeasure with any services provided by outside vendors.
13. **Display, Decorations and the Host Property:** All displays and/or decorations proposed by host will be subject to the prior written approval of Baraonda, Bella Blu, Ciaobella and Per Lei in each instance. Any personal property of the customer or customer's guests or invitees brought on to Baraonda, Bella Blu, Ciaobella and Per Lei premises and left thereon, either prior to or following the event, will be at risk of the Host of the Event. Baraonda, Bella Blu, Ciaobella and Per Lei will not be responsible for any loss or damage to Host/Customer property for any reason. Host/Customer acknowledges that Baraonda, Bella Blu, Ciaobella and Per Lei does not maintain insurance covering host property and that it is the sole responsibility of the Host to obtain property damage and liability insurance covering such losses if the host deems it necessary.
14. **Logo Use:** Use of any company logo in any printed or promotional materials must be approved in advance by the General Manager. The Host/Customer agrees to submit a copy of any printed materials (i.e. – guest invitations) for approval prior to using our logo for any mass printing.
15. **Indemnification:** Client agrees to protect, indemnify, defend and hold harmless Baraonda, Bella Blu, Ciaobella and Per Lei and its respective employees, agents, officers, owners and members from and against any claim, liability, cost paid, expense or any damage done to Baraonda, Bella Blu, Ciaobella and Per Lei and its' premises during the event.

General Booking Form

This agreement is not binding until the member and credit card holder sign and return by fax to the number below. I agree: (i) that all charges will be paid on the day of the event and (ii) that I understand the cancellation policy and all other liability terms and conditions of this agreement (stated in pages 1 & 2). All Parties of 12 or more include a 20% Gratuity and 8.875% tax.. **Ciaobella Restaurant closes at midnight.**

Date of Event:
Event Location:
Time:
Contact Name:
Telephone:
Name of Event:
Number of Guests:

Credit Card Guarantee (50% deposit)

CREDIT CARD NUMBER : _____ (circle one) Mastercard Visa American Express

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Expiration Date: _____

Billing address: _____ City _____ State _____ Zip _____

CCV Code: _____ (found on the back of the card – three digits for AMEX the four digit in front)

Card Holders Name: _____

Card Holders Signature: _____

Today's date: _____

*Please complete the above booking form and attach a copy of the front and back of the credit card used to fill in this form and **email to events@proiettigroup.com or fax both documents to 917-210 -3975**
Attention: Events Director