



**BANQUET AGREEMENT**

**Contact Person:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Event Time:** \_\_\_\_\_

\_\_\_\_\_ **Expected # of Guests:** \_\_\_\_\_

**Function:** \_\_\_\_\_ **Guaranteed # of Guests:** \_\_\_\_\_  
Required three days prior to event.

**Bar Service:** Host \_\_\_\_\_ Non Host \_\_\_\_\_

**Special instructions:** \_\_\_\_\_

---

**I agree to abide by the following terms and conditions:**

A **\$250.00** deposit applies to all *private & semi-private* parties of **25 guests** or more. Scheduled events are based on a **FOUR (4) HOUR PERIOD**.

Cacti requires a two (2) week advance cancellation notice. User fee refund will only apply if cancellation is received by: Date:

The final guest count and food item selection is required 7 business days in advance of the event. **If Cacti is not advised (7) days prior to your event, the estimated guest figure will automatically become your guaranteed number.** Charges will be made in accordance to the guaranteed number.

Cacti provides a selection of banquet desserts. If you wish to provide your own we will present, plate and serve you for \$2.00 per guest. Cacti will help you choice a wine from our wine list, if you would like to provide your own wine we will uncork and serve your wine for a fee of \$12.00 per 750 ml bottle.

**20% gratuity will be added to all prices.**  
**9% Marin County sales tax will be added to all prices.**

Reservations are 'confirmed' when a signed agreement and \$250.00 fee is paid.  
**BALANCE: Due in full the day of the function payable by cash or credit card.**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Credit Card #** \_\_\_\_\_ **Type** \_\_\_\_\_ **EXP** \_\_\_\_\_ **CVV#** \_\_\_\_\_