



Castelli's Restaurant at 255  
3400 Fosterburg Rd. Alton, IL 62002  
Phone: (618) 462-4620  
Fax: (618) 462-0233  
[www.castellis255.com](http://www.castellis255.com)

**BANQUET AGREEMENT**

2020

Space is subject to availability and room accommodations may change as they are based on final guaranteed head count. First come first serve-so please return your contract and deposit to us as soon as possible to reserve your space. **Please no personal checks. Cash or credit preferred.**

- Menu choices – Family Style **OR** choose 2 items off our regular dinner menu (tax and tip will apply).
- All meal prices are a base price + tax + gratuity.
- Minimum of 25 people. If you have LESS than 25 people, you will be charged a flat rate of \$10.00/person up to the 25 people.
- Guaranteed count is required 48 hours in advance. If your guaranteed count falls below on the day of your event, you will be charged a flat rate of \$10.00/person up to the guaranteed count that was given. If over, you will be charged accordingly.
- Cancellations will be accepted 15 days prior to event.
- No homemade items please. We will allow you to bring in a cake as long as it is “store bought”.
- No “Doggie Bags” on the Family Style menus. All prices are subject to change at any time.

YOUR NAME OR COMPANY \_\_\_\_\_

ARE YOU A VIP MEMBER? YES NO (IF NOT, SIGN UP [www.castellis255.com](http://www.castellis255.com))

HOW DID YOU HEAR ABOUT US? \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ ESTIMATED NUMBER OF GUESTS \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAY PHONE ( ) \_\_\_\_\_ NIGHT PHONE ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_

E-MAIL \_\_\_\_\_

ARRIVAL TIME \_\_\_\_\_ TIME FOR DINNER SERVICE \_\_\_\_\_

TYPE OF MENU SELECTION \_\_\_\_\_

DUKE'S BAKERY CAKE ORDERED \_\_\_\_\_ SIZE \_\_\_\_\_ FLAVOR \_\_\_\_\_

ANY SPECIAL DECORATIONS: \_\_\_\_\_

TYPE OF BAR SERVICE: CASH BAR \_\_\_\_\_ OPEN BAR \_\_\_\_\_ OTHER \_\_\_\_\_

SOFT DRINKS ON THE TICKET: YES \_\_\_\_\_ NO \_\_\_\_\_

**OPTIONAL EXTRAS**

YES, I WANT THE CAKE CUTTING SERVICE- THIS WILL INCLUDE CHINA, FLATWARE, TABLECLOTHES- \$20.00

**CUSTOMER SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_ **Booked by** \_\_\_\_\_ **Gtd Count** \_\_\_\_\_