

Thank you for choosing Forbidden City Bistro for your private dining event!

It is our goal to provide our guests with an excellent dining experience and we appreciate you giving us the opportunity to do so.

Our 3 private party rooms are perfect for all your special events. They can be used separately or combined. When combined, they accommodate up to 100 guests.

Imperial Room (14 person)/Empire Room (22 person)/Majestic Room (50 person)

We can provide specialty cakes or floral arrangements upon request (at extra cost).

For conferences, we can provide video projectors, and Internet connectivity.

If you have any questions or special requests, our private dining coordinator will be happy to assist you.

#### Private Dining Policies:

- All party room reservations require a deposit, signed contract and confirmation of receipt and availability.
- 25% of the food and beverage minimum is required as a deposit to secure the reservation. We do not hold private rooms without the deposit and signed contract.
- Final number of guests must be specified three days prior to the event. The final bill will not be less than the number of guests confirmed.
- Events scheduled within a time limit are allotted 2.5 hours; events that exceed the allotted time period will be charged overtime fees at \$125 per 15 minutes.
- If food or services specified cannot be furnished, at Forbidden City Bistro's discretion,
- Other food and services may be substituted at prices ordinarily charged for them, but not in excess of the agreed upon price.
- No food or alcoholic beverages, including wine, may be brought into the restaurant from outside sources.
- The food and beverage minimum will include all food and beverages consumed on the premises.
- If the party does not meet the food and beverage minimum, the difference will be added to the final check as a room charge.
- Three course Pri-fixed menu:
  - \$35.00 lunch
  - \$50.00 dinner
  - \$60.00 brunch & weekend
- The minimum Food and beverage for each room is as follows;
  - 14 person room (Imperial Room), \$700 (dinner), \$400 (lunch)
  - 22 person room (Empire Room), \$1,100 (dinner), \$600 (lunch)
  - 50 person room (Majestic Room), \$2,000 (dinner), \$1,200 (lunch)
- The food and beverage minimum is not inclusive of the 6.35% Connecticut state sales tax and 20% service charge.
- Final payment of any remaining balance, including the 6.35% Connecticut state sales tax and 20% service charge is due upon completion of the event.
- The deposit will be applied to the final bill at the conclusion of the event.
- Cancellation of an event with less than 30 days notice will result in loss of deposit.
- Cancellation of an event with less than 48 hours notice are subject to full payment.
- Forbidden City Bistro is not responsible for loss or damage to any property brought into or left in the premises by you or your guests.
- This agreement is void if it cannot be performed due to circumstances beyond Forbidden City Bistro's control.

Group Name: \_\_\_\_\_ Company: \_\_\_\_\_

Event Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ ext: \_\_\_\_\_

Mobile: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip-Code: \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Guest Count: \_\_\_\_\_

Requested Room Set-up:

\_\_\_\_ 14 person room (Imperial Room)

\_\_\_\_ 22 person room (Empire Room)

\_\_\_\_ 50 person room (Majestic Room)

Audio Visual Equipment: \_\_\_\_

Video Projector: \_\_\_\_

Form of Payment:

Credit Card Type: Visa \_\_\_\_ MC \_\_\_\_ AE \_\_\_\_ Discover \_\_\_\_

Credit Card Number: \_\_\_\_\_

Card Holder's Name (Print): \_\_\_\_\_

Exp Date: \_\_\_\_\_

I, the undersigned, have read, fully understand, and agree to the terms of Forbidden City Bistro's Private Dining Contract, including the food and beverage minimum policy.

I authorize the above noted credit card to be charged in order to secure a reservation for my event.

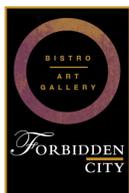
I acknowledge that this credit card deposit will be applied to the bill upon conclusion of the event.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Note: To secure your reservation, please complete all of the information above and return all pages of the contract with the appropriate deposit to Forbidden City Bistro.



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Fax: 860.343.7988  
URL: [www.forbiddencitybistro.com](http://www.forbiddencitybistro.com)