

## Ella Dining Room and Bar

1131 K Street, Sacramento, CA 95814

T 916 443-3772 / F 916 443-5035

### Credit Card Authorization Form

I, \_\_\_\_\_, hereby authorize Ella Dining Room and Bar to charge my credit card for a Private Dining deposit of: \$250 for lunch OR \$500 for dinner. I understand that this amount is non-refundable 7 days prior to my event.

I additionally authorize Ella Dining Room and Bar to charge my credit card for the remaining balance due on the guest check the night of the event. Initials \_\_\_\_\_

#### Deposit and Cancellation Policy:

1. A deposit is required to book any private dining space and will be applied to the final bill. All reservations are first come, first served with a deposit. No reservation is made and no dining space can be held without a deposit. The deposit is due with a signed contract and is required to finalize and guarantee any private dining reservation at Ella. Final payment is due upon completion of the event.
2. Ella must receive all cancellations in writing. If cancellation is made more than 7 business days from the date of the event the deposit will be refunded however will be subject to a 5% processing fee and will be returned only to the credit card listed below. All payments and deposits will be forfeited in the case of cancellation within 7 business days of any Private Dining Reservation.
3. If client needs to reschedule an event that has been booked, Ella will transfer the deposit to a new date within the same calendar month only.

#### Food and Beverage Minimums:

1. Our set private dining menus are served family style. All items that are listed on sample menus are presented on platters in the center of that table for your guests to share with the exception of dessert which your guests will choose upon arrival. A set family style menu is required for any party of 12 or more guests.
2. Client's menu, final contract and guaranteed guest count must be finalized three business days before event. After that date, Ella can only accept increases in the guest count. Ella will charge for the guaranteed number of guests or the actual number of guests that attend, whichever is greater.
3. Ella reserves the right to change the menu without notice due to ingredient high seasonality and availability.
4. We offer a full bar and an award winning wine list.
5. Corkage: \$20.00 for the first 750 ml bottle, \$30.00 for the second 750 ml bottle, and \$40.00 for each subsequent 750 ml bottle.
6. Applicable food and beverage minimums are as follows for dinner (no minimums at lunch):  
Private Dining Room- \$1,000.00      Curtain Room 1- \$1,600.00      Curtain Room 2- \$3,000.00  
Chef's Table- \$600.00 each      Lounge Community Table- \$1,000.00      South Dining Room- \$1,000.00 for up to 12 guests.  
Minimums listed are **NOT** inclusive of tax and gratuity. Please inquire about restaurant buyouts and lounge events.  
(December prices increase by 20%)

#### Payments, Prices, Taxes and Service Charge:

1. Menus are subject to a 20% service charge and applicable tax.
2. Final payment is due upon completion of the event. Ella accepts cash and all major credit cards. Ella does not accept personal checks.
3. In the event that the party needs the original deposit reversed and placed on a different card Ella will charge the party a 5% fee.

#### Miscellaneous:

1. Audio Visual: A LCD TV is provided in the Private Dining Room at no additional charge. Audio/Visual equipment is available through an outside vendor for all other semi-private spaces within the restaurant. All audio/visual equipment needs must be arranged prior to the event date.
2. Smoking: The entire building and our patio is a non-smoking facility. Customers choosing to smoke agree to pay for the cleaning of the curtains and any other fines, state or municipal.

Please photocopy the front and back of the card and send in addition to this form

Credit card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_ Security code: \_\_\_\_\_  
Visa ( ) MasterCard ( ) American Express ( ) Discover ( )

Cardholder's name: \_\_\_\_\_

Billing address - Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Reservation name: \_\_\_\_\_ Number of guests: \_\_\_\_\_

Event date: \_\_\_\_\_ Event time: \_\_\_\_\_ Space requested: \_\_\_\_\_

\_\_\_\_\_  
Cardholder's signature

\_\_\_\_\_  
Date

*A signature above indicates that you have read and agree to the terms of this agreement as outlined above. This signature also authorizes Ella Dining Room and Bar to charge the deposit amount as stated above to the credit card provided.*