



# Koi Palace Party Agreement & Work Sheet

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

365 Gellert Blvd., Daly City, Ca 94015 Tel: (650) 992-9000

Fax: (650) 992-9049 Website: www.koipalace.com

Customer's Name: _____	Party Date: _____ / _____ / _____ ( _____ day)
Mailing Address: _____ _____	Party Time: _____
Telephone: (home) _____	Party Size: From _____ to _____ tables
(work) _____	Party Event: Wedding / Birthday / _____
(fax) _____	Party Style: Banquet / Buffet / _____

## PAYMENT

{\*\* No Credit card accepted for party of 4 tables (40 people) or more }

Initial Non-refundable Deposit: \$\_\_\_\_\_. (\$50.00 per table reserved) [ ] cash [ ] check [ ] credit card

Balance will be paid by: [ ] cash, [ ] cashier's check, [ ] credit card . (No personal check please!!)

Menu: _____ ( please attach menu)	Beverage: [ ], 1 lit. Soda \$4.00, [ ] Apple Cider \$6.00 Corkage (if any): [ ](Liquor \$20 per bottle) [ ](Wine \$15 per bottle) [ ](soda \$3 per bottle) Bar Payment (if any): [ ] host, [ ] guest, Others _____
--------------------------------------	--

## PRIVATE ROOM ASSIGNED (\$ minimum charge required before tax & tips)

	Weekdays	Weekend & Holidays
V.I.P. Room ( 40 people)	[ ] \$1,200.00	[ ] \$1,800.00
Bar Room (100 people)	[ ] \$2,800.00	[ ] \$4,500.00
Starlight Room (90 people)	[ ] \$2,500.00	[ ] \$4,000.00
Dancing Room (60 people)	[ ] \$1,700.00	[ ] \$2,700.00
Hall Room (140 people)	[ ] \$6,000.00	[ ] \$8,000.00
<b>Full House (Max. 450 people)</b>	<b>[ ] \$18,000.00</b>	<b>[ ] \$28,000.00</b>

8.25% sales tax will be added and 15% service charge [ ] thereafter (I.E. 16.2375% before tax)
--

( if 75% of the restaurant space (33 tables) are reserved, "Full House" minimum charge will be applied.)

## OTHER VALUABLE OPTIONS

Audio Systems [ ] (\$50 per room)	Overtime [ ] (\$200 per room per hour)
Video Projector [ ] (\$50)	Cake Service [ ] (\$35 per 100 or less people)
Karaoke [ ] (\$100 per room) (no disc provided)	Others _____

Agreed By \_\_\_\_\_  
Customer's Signature & Date \_\_\_\_\_ Manager's Signature & Date \_\_\_\_\_

## CONFIRMATION

Reception Table [ ], Head table [ ], Round table, table cloth color \_\_\_\_\_  
Cake Table [ ], Long table, Head Table \_\_\_\_\_  
Gift Table [ ], Changing Room [ ] Guest table \_\_\_\_\_  
Buffet Table [ ], Décor [ ]

Will Confirm Before: \_\_\_\_\_

Confirmed, Tables? \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Confirmation Deposit; \$ \_\_\_\_\_ -

(mini, 40% of total amount, 30 days before party date.)

**\* NO CREDIT FOR NO-SHOW GUEST AFTER CONFIRMATION.**

## Office Use