



CONFIRMATION OF EVENT RESERVATION FORM

I have read and understand the Terms and Conditions. I understand when the final guest count is due prior to my function (72 hours for the private room; 24 hours for the dining room and lounge; 72 hours for catering) and that if no final count is given at this time the last updated guest count will apply. I also understand that menus are due 7 days prior to my function. Cafe Del Rey reserves the right to make appropriate substitutions should certain menu items (food and wine) not be available. Payment is due on the day of the event by cash or credit card.

Name _____

Organization _____

Address _____

Phone _____ Cell _____

Fax _____

Email _____ Time of Arrival _____

Day and Date of Function : _____ Number of Guests Expected: _____

Name of Function (for personalized menu): _____

CREDIT CARD

Circle one: Visa MC Amex Discover

Card Number _____ Exp _____

Signature and Date

EVENT LOCATION

CIRCLE ONE: Regatta Room (PDR) Dining Room Lounge Off-Site

Please sign and date this form and **fax to 310-821-3734** (no cover sheet required)

NOTE: you are faxing directly to our office, NOT the dining room

