

# SUMOMAYA

## SUMOMAYA RESTAURANT EVENT CARD AUTHORIZATION FORM

### Reservation information

Day	Date	Start/End time	Size of party
	/ /		

Guest name\*

\*A guarantee guest count is required 24 business hours in advance of your event. However, if this guarantee is not received at this time, you will be charged for the original estimated number of guests.

### Payment information

Cardholder name	Billing address

Contact phone	Alternate phone	Email address

Type of card	Credit card number	Expiration date
		/ /

- Visa
- American Express
- Discover
- Master Card

### Special instructions

Also fax a copy of driver's license and front and back of the credit card.

Cardholder's signature	Date
	/ /

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### Contractual Agreement

In order to reserve a large party over 12 here at SumoMaya, we must be in receipt of the signed contract, a credit card number and a copy of the given card & Id by the due date stated above on this contract. In the event of cancellation, the cancellation amount will be immediately charged to your credit card. The event date is NOT CONFIRMED UNTIL THE SIGNED CONTRACT AND CREDIT CARD NUMBER IS RECEIVED, as more than one party may have interest in the same date.

#### Dress Code

The dress code of the restaurant is Business Casual. Please inform everyone in your party of the standards of the restaurant, which prohibit workout wear, swimwear, sleeveless shirts on men, etc. If you or your guests have any questions relating to the dress code, please contact the restaurant prior to your arrival.

#### Guarantee Policy

A guarantee guest count is required 24 business hours in advance of your reservation. However, if this guarantee is not received at this time, you will be charged for the original estimated number of guests.

#### Cancellation Policy

Cancellation of your reservation between the date of signature and 24 hours prior to the event will result in a cancellation fee equal to 50% of the estimated cost of your event, which us the rental fee plus the F&B Minimum. If no minimum exists, the final guarantee X the menu price, plus tax and gratuity will be used. Cancellation of your function within 30 days of the event will result in a cancellation fee of 100%, based on the same equation.

Acceptance and signature of this contract authorizes the Mexkor Restaurant Group, LLC to charge any and all cancellation fees to the credit card on file.

#### Time Constraints & Penalties

In an effort to respect the integrity of the reservations made our by guests, we expect that your event will begin promptly within 15 minutes of the scheduled start time, and that the event will conclude within 15 minutes of the scheduled end time.

#### Payment Policy

A total of one (1) check will be presented to your party. The check may be paid with no more than three (3) different tenders in any combination of cash, or credit card.

I have read the above contract, restaurant policies and procedures printed in this contract. I agree to the terms and conditions mentioned above. This booking will remain tentative and subject to cancellation by the restaurant until this contract is signed by the organization (you) and received by the restaurant (us). Upon receipt of this form, I will put together your event based upon your specific needs and send to you via email for your approval.

I look forward to working with you and meeting you,  
Thank you!

**Jason Pohlman**  
General manager

Cardholder's signature

Date

