



Hasta La Pasta Private Dining Contract

Thank you so much for choosing to book your event at Hasta la Pasta. We are excited to work with you to make your celebration awesome!

Please read through and initial all clauses and provide your contact details and card information below. This contract, along with a nonrefundable deposit in the amount of \$200, is necessary to reserve our room. All room deposits are nonrefundable – even in the case of cancellation.

Client Contact Name: _____

Event Date: _____

Event Time: _____ Estimated Guest Count: _____

Room Minimums. Hasta requires a food and beverage minimum to be met based on date and time of the event (see table below). If the room minimum is not met by the end of the event, a room charge will be applied to make up the difference. (No gift cards may be purchased to meet Food & Beverage Minimum). Food and beverage minimums include food and beverage purchases only and do not include linen fees, sales tax, gratuity, gift card purchases, or other charges. Final payment is due upon the conclusion of the event.

Event Day/Time	Food & Beverage Minimum
Tuesday–Friday Lunch (ending by 3:00 PM) (Max 3 Hours)	\$200++
Saturday & Sunday Lunch (ending by 3:00 PM) (Max 3 Hours)	\$650++
Sunday–Thursday Dinner (Max 4 Hours including set up) *Excludes Monday	\$650++
Friday & Saturday Dinner (Max 4 Hours including set up)	\$1,000++
Thanksgiving through New Year's	Holiday minimums apply - quoted at time of booking

+++ plus gratuity and sales tax

Gratuity. A 20% gratuity will be added to all events. _____

Client Contact Name: _____ Event Day and Date: _____



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Menu Selection. Clients must select from one of our package menus - or work with the Banquet Manager to create a custom menu prior to the event. Hasta will schedule a 14-day out meeting to confirm all menu choices, details, and final guest count. Failure to provide menu selections or a final guest count by the required deadline may result in Hasta La Pasta selecting a standard menu, using the most recent guest count provided, and/or enforcing the applicable room minimum. _____

No substitutions will be allowed the day of. Any guest dietary restrictions must be conveyed 10 days prior as well. _____

Guaranteed Attendance. Final guest count is due ten (10) days prior to the event and may not be reduced after that date. Charges will be based on the guaranteed attendance or the actual attendance, whichever is greater. The private dining room has a maximum occupancy of 40 guests, and attendance may not exceed this limit. Guests in excess of the maximum occupancy may be denied entry. If attendance exceeds the guaranteed guest count but remains within the room's capacity, Hasta La Pasta will make every reasonable effort to accommodate the additional guests; however, seating and menu availability cannot be guaranteed. Additional guests will be charged at the applicable menu price and may be subject to a 20% surcharge to cover additional staffing and operational costs. _____

Cancellation Policy. To cancel or change a private event reservation, the Client must both:

1. Call Hasta La Pasta at (281) 392-0045 and speak directly with a manager; and
2. Email HLPkaty@hastalapasta.com

Both the phone call and email must be received at least 5 days prior to the scheduled event. Holiday events scheduled between Thanksgiving Day and New Year's Eve require 30 days notice. A cancellation or change is not complete until the Client receives confirmation from Hasta La Pasta. Failure to provide timely notice will result in the applicable room minimum being charged to the credit card on file. _____

Hasta La Pasta reserves the right to cancel or postpone an event due to circumstances beyond its control, including severe weather, power outages, emergencies, or other unforeseen events. Hasta La Pasta also reserves the right to end an event without refund if guests engage in illegal activity, violence, harassment, property damage, or any conduct that jeopardizes the safety of guests, staff, or the facility. The Client is responsible for any damages caused by the Client or their guests. _____

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Event Timing. Events must be scheduled on an agreed upon time with Hasta and the client and last no longer than 3 hours at lunchtime and 4 hours at dinner. If an event exceeds its contracted time, overtime charges of \$100 per half-hour may apply, subject to room availability and staffing. _____

Outside Food + Beverage. Outside food, beverages, desserts, and alcohol are not permitted without prior written approval from Hasta La Pasta. Bringing in birthday or wedding cakes will result in a per person charge of \$1 per person for cutting and plating. This charge is waived if Hasta provides cake or dessert. _____

Decorations + Entertainment. Hasta will provide a standard table setup with linens charged at \$10 per linen. Client is responsible for any additional décor. No decorations may be tacked, nailed or glued to our walls. Command hooks and strips are permitted. Open flames, glitter, confetti, and other small items such as these are not permitted. Client accepts responsibility for damages caused by guests, vendors, or decoration. Clients may have access to the private dining room one hour prior to party start time to decorate and set up. Any additional time requires prior approval from management. Any outside entertainment is at client's expense and must be approved by Hasta at the time of signing this agreement. The client is responsible for removing all personal belongings and decoration immediately following the event. _____

Audio/Visual. Complimentary use of Hasta La Pasta's available audio/visual equipment is provided upon request and requires at least one (1) week's notice. Complimentary Wi-Fi is also available. The Client is responsible for operating all audio/visual equipment during the event and must provide any compatible laptops, tablets, adapters, cables, connectors, remotes, or other devices needed. Clients are encouraged to schedule a time prior to the event to test equipment compatibility. _____

Hasta La Pasta is not responsible for the setup, operation, compatibility, performance, or technical issues related to the Client's equipment or presentations. The Client assumes responsibility for any damage to Hasta La Pasta's audio/visual equipment resulting from misuse or negligence by the Client or their guests. _____

Force Majeure. Neither the client nor Hasta La Pasta shall be liable for any failure or delay in carrying out the obligations listed in this agreement due to causes beyond reasonable control. These include but are not limited to: severe weather, natural disasters, governmental actions or restrictions, utility outages, labor disputes, public health emergencies, or other unforeseen events that make performance impossible or impractical. _____

Client Contact Name: _____ Event Day and Date: _____



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Disclaimer of Liability. Hasta La Pasta is not responsible for the loss, theft, or damage of any personal property belonging to the Client or the Client's guests, vendors, or invitees. All personal property brought onto the premises is at the owner's sole risk. _____

Contact + Payment Information. Please fill out the information below and return this document to our banquet manager. Thank you!

I UNDERSTAND THAT THIS CONTRACT IS TO SECURE A BOOKING AND TAKE MY DATE OFF THE CALENDAR. IT IS NOT A FINAL INVOICE FOR FOOD, BEVERAGE, AND SERVICES PROVIDED FOR MY EVENT. CLIENT WILL BE PRESENTED A FINAL RECEIPT ON THE DAY OF THE EVENT. _____

By signing below, the client acknowledges that they have read, understand, and agree to all terms and conditions contained in this agreement with Hasta La Pasta.

Client Contact Name: _____

Email: _____ Phone Number: _____

Event Date: _____ Event Time: _____

Estimated Guest Count: _____

Secondary Contact Name: _____

Secondary Contact Phone Number: _____

Signature: _____

Client Contact Name: _____ Event Day and Date: _____