

We are pleased to offer a private dining experience for our guests. Our banquet room can handle most private functions, business meetings or other special occasions. I personally guarantee that our professionally trained staff will go above and beyond your expectations. We look forward to having you as our satisfied guest.

# Schmooze Room Requirements:

Ziggy Gruber

Kenny & Ziggy’s Delicatessen

Breakfast – Minimum of 25 people Monday – Friday

The minimum price for food and beverage is $16.00 per person.

**Saturday and Sunday minimum of 40 people – Minimum price for food and beverage is $29.00 per person.**

**EVENTS ON SATURDAY AND SUNDAY MUST START AT 9:00 AM AND THERE WILL BE ADDITIONAL CHARGES IF EVENT GOES PAST 12:00 PM**

Lunch – Minimum of 30 people, Monday – Wednesday, Minimum 40 people Thursday & Friday

The minimum for food and beverage is $22.95 per person.

**Saturday and Sunday, minimum of 40 people – Minimum price for food and beverage is $29.00**

Dinner – Minimum of 30 people, Monday - Thursday.

The minimum price for food and beverage is $25.00 per person.

**Friday thru Sunday, minimum 30 people – minimum price for food and beverage is $30.00 per person.**

# Fees

**Rental Fees** will be charged to the final bill if needed to execute the event.

**Banquet Fees** of 3% will be charged to the final bill.

**Disposable Chaffing and sternos** will be a $30 charge.

**Staffing** will be charged to the final bill if needed to execute offsite events. **Room Fee** of $150.00 per hour that exceeds the 3-hour maximum use of the room for your event.

The food and beverage minimums do not include taxes, banquet fees of 3%, additional products or services you may choose to include by or through Kenny & Ziggy's, or gratuity for the service staff. If the food and beverage total falls below the minimum, the difference will be charged in room rental.



# Deposit/Payments

Your reservation will be confirmed upon receipt of your signed contract with your deposit, which will guarantee the room for the date and time. Deposits become nonrefundable **60** days before your event.

* + **The deposit for 1-30 Guests is $250.00**
	+ **The deposit for 31-75 Guests is $500.00**

# Menu Selection/Head Count

All menu selections and head counts must be confirmed **14** business days before your event. Confirmation must be made in writing, submitted either via fax or email and confirmed by management/event coordinator. Your final head count must be received **4** days prior to the event. You will be charged based on this guarantee plus any arrangements or additional persons made after the deadline.

# State Regulations

All food and beverage items must be furnished by Kenny & Ziggy’s Delicatessen. Due to Texas Alcoholic Beverage Regulation, Kenny & Ziggy’s Delicatessen cannot allow alcoholic beverages furnished from outside sources.

# Special Arrangements/Entertainment

Kenny & Ziggy’s Delicatessen will not assume responsibility for security or storage of special arrangements not contracted through Kenny & Ziggy’s Delicatessen.

**All payments are in the form of Credit Card or Bank Check. We do not accept personal checks.**

In order to assist you with the best possible cost estimation, and for your convenience, we will show a Suggested Gratuity on our estimate of charges. As is customary in the restaurant business, the service staff attending to your party are tipped employees and anticipate receiving gratuity, although voluntary, of at least 20% ("Suggest Gratuity") of the total bill be given to such service staff. Unless we are told to the contrary, the Suggest Gratuity will be shown on the final bill. Should you wish to change the Suggested Gratuity at the time of the event, please inform a manager when you are presented the full bill.

# þÿAuthorization # Date: Amount $

You may fax this sheet to 281-783-2749 for confirmation of menu selection and final head count within 4 business days of event date. You may also email it to sales@zigscatering.com or mail it to Kenny & Ziggy’s Delicatessen 1743 Post Oak Blvd, Houston, Texas 77056.

You will be charged based on this guarantee plus any additional persons or arrangements made after the deadline. Please speak to a manager or to your event coordinator to confirm receipt of this sheet.

Please fax this sheet to: email to:

or mail to:

281-783-2749

sales@zigscatering.com Kenny & Ziggy’s Delicatessen 1743 Post Oak Blvd Houston, Texas 77056

# CONTACT INFORMATION

Company/Event Name Event Date Event Time Number of Guests Contact Name on Event Day Contact Number After business hours Address City State Zig Code Email This credit card may be used for the deposit:

Number:

Expiration Date: CSV

Name as it Appears on Card:

SIGNATURE FOR ACCEPTANCE OF GUIDELINES: DATE :



# FINAL MENU CONFIRMATION SHEET

You may fax this sheet to 281-783-2749 for confirmation of menu selection and head count within 4 business days of event date. You may also email it to sales@zigscatering.com or mail it to Kenny & Ziggy’s Delicatessen 1743 Post Oak Blvd, Houston, Texas 77056.

You will be charged based on this guarantee plus any additional persons or arrangements made after the deadline. Please speak to a manager or to your event coordinator to confirm receipt of this sheet.

Event Name Event Date & Time Choice of Menu

Additional Information

Final head count:

\*\*\*\*\*\*\*For internal purposes. Do Not Write Under This Line\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* DATE RECEIVED CONFIRMATION PAGE BY KENNY & ZIGGY’S DELICATESSEN:

MANAGER

CANCELLATION MADE ON

DEPOSIT REFUNDED ON

MANAGER

MANAGER