



## **Lisa's Mexican Restaurant**

815 Bandera Road - San Antonio, TX 78228

Phone: 210-433-2531 Fax: 210-433-1757

### **Private Dining Reservation Policies**

**Private Room, Cletus Room, Stage and Mosaico Bar Reservation**

- A non-refundable \$150 fee per room is necessary to reserve and confirm your private space, date and time. Should you cancel your reservation with at least 30 days notice, we will issue the deposit amount in restaurant credit.
- In order to provide you with exclusive use of the space, we require a minimum consumption of food and beverage of 25 guests in the Private Room, Cletus Room and Mosaico Bar; and 15 guest in the Stage.
- One source of payment shall be made at the conclusion of the event. We cannot accept separate payments. The reserved space is reserved for a maximum of three hours.

#### **GUARANTEED GUEST COUNT**

- We require the number of guaranteed guests from the host 2 days prior to the event. The number guaranteed will be the number of guests for which there will be a charge---If the actual number of guests in attendance is higher, however, that higher number will be used to determine the charge. Please note we will only be prepared to serve up to 5% over the number guaranteed. If the Guarantee number is not given within 48 hours, the expected number (as submitted by you on our reservation form) will become your guarantee.
- Food will not be served to-go for no-shows and cannot be credited to another event.

#### **MENU SELECTION**

- We ask that you select 1 to 2 entrée choices if you expect 31 or more guest. For events with 30 or fewer guests, you may select 3 entrees from which your guest can choose. To assist you with your seated dinner, we have created a banquet menu---there are several entrees at different menu pricing levels from which to choose. These suggested menu choices are provided in order to make planning your event easier. Menu selection is required 4 days before your event.
- Please note that in order to provide excellent service, everyone must be seated prior to ordering. Guest can expect to be served their entrée approximately thirty minutes from the time it is ordered. Please note that we orchestrate your event around other restaurant business.

#### **TABLE SET UP FEE- optional**

- We can help you make your event even more special by dressing up the dining tables with table linens and linen napkins with the color of your choice. Balloons can be brought in to decorate. We ask that nothing is attached to the walls. Confetti and plastic table covers are not allowed.
- The linen set-up fee is as followed:
  - \$ 85.00 set up fee for parties of 40 or less
  - \$ 110.00 set up fee for parties of 41 to 50 guests
  - \$ 140.00 set up fee for parties of 51 to 65 guest

#### **PARTY CAKE SERVICE FEE**

- We provide full cake service for your own cake that include plates, forks and cutting service.
  - \$ 20 cake service fee for parties of 25 or less
  - \$ 35 cake service fee for parties of over 26 to 40 guests
  - \$ 50 cake service fee for parties of 46 to 55 guests
- If you choose to do your own cake service, please bring your disposable plates and forks.

#### **FULL-SERVICE BAR**

- All alcohol must be purchased through Lisa's. Minors are not allowed to drink on premises.

#### **GENERAL TERMS:**

- Mariachis, DJs or any form of "live" music must be approved by management.

#### **ADDITIONAL FEES**

- Sales tax and a 20% service charge will be added upon completion of the event.

I \_\_\_\_\_ understand and accept the terms and conditions. Initials \_\_\_\_\_

# Private Dining Reservation Form

EVENT DAY AND DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_ NOTES

TYPE OF EVENT: \_\_\_\_\_ EXPECTED NUMBER OF GUEST: \_\_\_\_\_

AREA RESERVED: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

GUARANTEED GUEST COUNT: \_\_\_\_\_ Final guest count is required 2 days prior to the event by: \_\_\_\_\_  
DATE

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## MENU SELECTION

1. \_\_\_\_\_ PRICE: \_\$ \_\_\_\_\_ (excluding sales tax & gratuity)
2. \_\_\_\_\_ PRICE: \_\$ \_\_\_\_\_ (excluding sales tax & gratuity)
3. \_\_\_\_\_ PRICE: \_\$ \_\_\_\_\_ (excluding sales tax & gratuity)

MENU MESSAGE \_\_\_\_\_

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## TABLE SET UP

Please note that a Set Up Fee Will Apply

AREA RESERVED: \_\_\_\_\_

LINEN COLOR \_\_\_\_\_ NAPKIN COLOR \_\_\_\_\_

GIFT TABLE  CAKE TABLE

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## CAKE SERVICE

CAKE SERVICE CHARGE: \_\_\_\_\_

Client declines the cake service and understands to bring disposable plates and forks \_\_\_\_\_  
Initials

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## BAR SELECTION

SEPARATE ALCOHOL CHECKS \_\_\_\_\_ DRINKS PER PERSON BY HOST \_\_\_\_\_

**The undersigned agrees to the poliices and accepts full responsibility for all charges Incurred at the event.  
The undersigned agrees that the required reservation deposit is non-refundable.**

RESPONSIBLE PARTY \_\_\_\_\_ DATE \_\_\_\_\_

MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

## FOR OFFICE USE ONLY

RESERVATION FEE: \$ \_\_\_\_\_ DATE PAID: \_\_\_\_\_

SET UP FEE: \$ \_\_\_\_\_ DATE PAID: \_\_\_\_\_