



Club Típico Dominicano Private Event Request Form

Contact Information

- Full Name: _____
- Company/Organization Name (if applicable): _____
- Email Address: _____
- Phone Number: _____

Event Details

- Event Description: _____
- Estimated Guest Count: _____
- Event Date: _____
- Start Time: _____
- Rental Duration: _____

Special Requests (Select All That Apply)

- DJ
- Live Entertainment
- Custom Decorations
- Security
- Bathroom Attendants

Equipment Needs

- Microphone
- Music/Sound System
- TV Screens
- Monitors

Menu Preference (Select One or More)

- Buffet Style (Self-Served)
- Buffet Style with Server
- À la Carte (Guests order from menu upon arrival)
- Prix Fixe Menu:
 - 3-Course Meal
 - Entrée Only
 - Family-Style Sharing
 - Dessert Included

Beverage Options

- Non-Alcoholic Beverages
- Cocktails
- Beer
- Wine
- Premium Spirits

Event Setup (Check Preferred Areas)

- VIP Area
- Patio
- Dominicana Wall
- Full Venue Buyout (Private Event)

Terms & Conditions

1. Full payment is required to secure your event date **30 days prior** to the event . ***Date:**_____
2. Half deposit of full amount is due to secure date of event. ***Date:**_____
3. Final guest count and menu selections must be confirmed at least **7 days prior** to the event. ***Date:**_____
4. Outside food or beverages are **not permitted** without written approval.
5. Outside decorations must be pre-approved by management.
6. **Cancellation Policy:**
 - o a. **100% Refund** (including taxes, fees, gratuity) if cancelled **30+ days** before event ***Date**_____
 - o b. **70% Refund** if cancelled **15–29 days** before event ***Date**_____
 - o c. **No Refund** if cancelled **less than 15 days** before event ***Date**_____
7. Club Tipico Dominicano reserves the right to adjust event plans due to local regulations or inclement weather.
8. **Payment Terms:**
 - o a. Full payment due **30 days before event**
 - o b. Includes **8% sales tax, 18% service charge**, and a **booking/special event fee** of \$ _____
 - o c. Additional fees may apply for special entertainment or requests
 - o d. Additional guests beyond the confirmed count will incur extra charges
 - o e. Accepted payment methods: QuickBooks, in-person via credit card or cash, credit card authorization form or Zelle (Delacruzjas@aol.com)
9. Parking is limited; we are unable to reserve spaces.
10. **Other Conditions:**
 - o a. Damages or excessive cleaning may result in a **\$200 cleaning fee** (subject to manager's discretion)
 - o b. Club Tipico reserves the right to modify this agreement at any time

Special Request or Comments to be filled by Event Staff:

Quoted Amount:_____ Deposit Amount:_____ Due Date:_____ Final payment amount :_____ Due Date:_____