



Club Típico Dominicana 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
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Event Setup (Check Preferred Areas)

- ☐ VIP Area
 - ☐ Patio
 - ☐ Dominican Wall
 - ☐ Full Venue Buyout (Private Event)
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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 Domincano 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
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Special Request or Comments to be filled by Event Staff:

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