

SUMOMAYA

MEXICAN ASIAN KITCHEN

Restaurant Event Card Authorization Form

Reservation Information

Day _____ Date _____ Start Time _____ End Time _____

Guest Name _____

Size of party _____

(A guarantee guest count is required 24 business hours in advance of your event. However, if this guarantee is not received at this time, you will be charged for the original estimated number of guests.)

Payment Information (Please print name as it appears on credit card below)

Name of Cardholder _____

Billing Address _____

Contact Phone _____

Alternate Phone _____

Email Address _____

(Please circle credit card type)

Visa American Express Discover Master Card

Credit card Number _____ Exp Date _____

Special Instructions:

Also fax a copy of driver's license and front and back of the credit card thank you

Cardholder's Signature _____ Date: _____

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Additional Reservation Information

Type of event _____

Onsite Contact _____

Menu Selection _____

#of Guest with Allergies or Dietary Restrictions _____

Pre-Selected Wines _____

Any comments or Questions?

Contractual Agreement:

In order to reserve a large party over 12 here at SumoMaya, we must be in receipt of the signed contract, a credit card number and a copy of the given card & Id by the due date stated above on this contract.

In the event of cancellation, the cancellation amount will be immediately charged to your credit card. The event date is NOT CONFIRMED UNTIL THE SIGNED CONTRACT AND CREDIT CARD NUMBER IS RECEIVED, as more than one party may have interest in the same date.

Dress Code:

The dress code of the restaurant is Business Casual. Please inform everyone in your party of the standards of the restaurant, which prohibit workout wear, swimwear, sleeveless shirts on men, etc. If you or your guests have any questions relating to the dress code, please contact the restaurant prior to your arrival.

Guarantee Policy:

A guarantee guest count is required 24 business hours in advance of your reservation. However, if this guarantee is not received at this time, you will be charged for the original estimated number of guests.

Cancellation Policy:

Cancellation of your reservation between the date of signature and 24 hours prior to the event will result in a cancellation fee equal to 50% of the estimated cost of your event, which us the rental fee plus the F&B Minimum. If no minimum exists, the final guarantee X the menu price, plus tax and gratuity will be used.

Cancellation of your function within 30 days of the event will result in a cancellation fee of 100%, based on the same equation.

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Acceptance and signature of this contract authorizes the Osio Group (SumoMaya) to charge any and all cancellation fees to the credit card on file.

Time Constraints & Penalties:

In an effort to respect the integrity of the reservations made our by guests, we expect that your event will begin promptly within 15 minutes of the scheduled start time, and that the event will conclude within 15 minutes of the scheduled end time.

Payment Policy:

A total of one (1) check will be presented to your party. The check may be paid with no more than three (3) different tenders in any combination of cash, or credit card.

I have read the above contract, restaurant policies and procedures printed in this contract. I agree to the terms and conditions mentioned above. This booking will remain tentative and subject to cancellation by the restaurant until this contract is signed by the organization (you) and received by the restaurant (us).

Upon receipt of this form, I will put together your event based upon your specific needs and send to you via email for your approval.

I look forward to working with you and meeting you

Thank you

JASON POHLMAN GENERAL MANAGER

SUMOMAYA

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