

Thank you for considering Kenny's Pan Asian for your special event. Attached is our private party policy as well as our party agreement form.

Parties of 20 or more are booked under our private dining terms and conditions. Please call 302.838.1725 to make an appointment with our event specialist to discuss questions you may have.

#### Deposits & Guarantees

A party will not be confirmed until we have received a deposit and a signed contract. The deposit is not refundable, if there are less than 30 days to your event. At conclusion of your event, all deposits will be deducted from your bill. Balance of payment will be required at the end of your function. We charge a 20% of gratuity on your food, beverage and alcohol.

Final guarantee number of guest for all functions must be confirmed and guaranteed 72hours prior to your event. This number is critical to ensure that we can meet your needs. Once received, the number will be considered a guarantee and is not subject to reduction. We will charge you for the guaranteed number of guest or the actual number of guest, whichever is greater.

#### Private Party Room

Our private part room can accommodate a maximum of 10 people. A non-refundable deposit of \$100 is required at the time of booking. The deposit will be applied to the final bill at the conclusion of the event. Please confirm with us 24hours before the function.

## Kenny's Private Party Agreement

Please note: Your function is not confirmed until we received the deposit and this form is signed and completed. Please fax it to: 302-838-1724

Today's date \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time \_\_\_\_\_ Number of Guest: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax : \_\_\_\_\_

Email: \_\_\_\_\_

Party package: \_\_\_\_\_

Please call 302. 838.1725 or email to confirm that this agreement has been received.

I have read and I agree to follow all of the Kenny's Private function policies. My signature below will act as my acknowledgment of all of the conditions, as well as authorization to charge the non refundable credit card deposit.

I understand a total deposit of \$\_\_\_\_\_ will be charged to this credit card.

Please include a copy of the front and back of the card with this fax.

Method of payment:  Amex  Visa  Mastercard

Credit Card Number: \_\_\_\_\_

Name of the card: \_\_\_\_\_

Signature: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Please choose one:

\_\_\_\_\_ The onsite host or server will settle the bill in person at the conclusion of the event

\_\_\_\_\_ Automatically charge the remaining balance to this card at the conclusion of the event