

*Masa's Cafeteria*  
**RESERVATION SHEET**

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

DATE OF FUNCTION \_\_\_\_\_  
For Sundays only: Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

ORGANIZATION NAME \_\_\_\_\_

TYPE OF FUNCTION \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE: (Home) \_\_\_\_\_  
(Mobile) \_\_\_\_\_

APPROX. NO. OF PEOPLE \_\_\_\_\_

FINAL COUNT: _____ Adults _____ Children
DECORATING TIME: _____

***MENU SELECTION:***

<input type="checkbox"/>	<b>STANDARD MENU</b>	<b>Cost: Adult</b> _____
	_____ Rice <b>OR</b> _____ Sushi <b>OR</b> _____ Rice & Sushi	<b>Child</b> _____
	_____ Fried Chicken <b>OR</b> _____ Shoyu Chicken <b>OR</b> _____ Korean Fried Chicken <i>(add'l .75 person)</i>	
	_____ 2 ENTREES <b>OR</b> _____ 3 ENTREES <b>OR</b> _____ 4 ENTREES	

<input type="checkbox"/>	<b>ORIENTAL MENU</b>	<b>Cost: Adult</b> _____
		<b>Child</b> _____
	_____	
	_____	

<input type="checkbox"/>	<b>HAWAIIAN MENU</b>	<b>Cost: Adult</b> _____
		<b>Child</b> _____
	_____	
	_____	

**MINIMUM OCCUPANCY AND FUNCTION HOURS** (as stated on the Masa's Cafeteria banquet menu)

**SECURITY DEPOSIT/RESERVATIONS** (as stated on the Masa's Cafeteria banquet menu)

**FINAL HEAD COUNT:** Customers are required to call in a final head count of adults and children one week prior to the function date. **NO EXTRA CHAIRS WILL BE INCLUDED.** Additional chairs provided on the function date will be charged at a rate of \$10.00 per chair (which will not include additional food).

**PAYMENT:** Payment is due in full one week prior to the function date. Payment may be made by cashier's check, cash or credit card (VISA, MC, AMEX).

**PUPUS & DESSERTS\*:** Customers are allowed to bring in outside food to be served as pupus or desserts only. (All outside food must be ready to serve, **no cooking of use of kitchen facilities will be allowed.** Customer must provide all paper goods for all outside food. A list of all outside food must be submitted with the final head count.

**BEVERAGES\*:** Customers may utilize our bar facility to serve their own soft drinks/beer/liquor. Only the bar facility is provided, customers are responsible for ice, cups, containers to hold additional ice and manpower to chill drinks and service the bar during the function.

*\*A "RELEASE, DISCHARGE AND INDEMNITY" must be signed by the Responsible Party for any outside food or alcoholic beverages served. (This included any alcohol brought on the premises by guests of the function.) ABSOLUTELY NO ALCOHOL IS TO BE CONSUMED BY PERSONS UNDER 21 YEARS OF AGE.*

**DECORATIONS:** All balloons must be tied down. No glitter or confetti of any kind allowed. Customers are responsible for disposing of all decorations at the conclusion of the function.

<b><i>I have reviewed and hereby agree to abide by all the information provided above and on the Masa's Cafeteria banquet menu.</i></b>	
_____ <i>Signature of Responsible Party</i>	_____ <i>Date</i>

<b>OFFICE USE ONLY:</b>	Deposit Received: _____	Amount of Deposit: _____
Bar: _____	Pupus: _____	Entertainment: _____
Reception _____	Desserts: _____	_____
Tables: _____		