



400 S. Main St., Los Angeles, CA 90013  
PH (213) 617-1000, FX (213) 617-1759  
www.petescafe.com

**Billing and Cancellation Policy:** A signed contract and credit card information will serve as a guarantee for your event date, time, number of guests and area requested. In the event you must cancel your event, and you give Pete's Café & Bar notice 24 hours prior to your event date, there will be no charge. If notice is given less than 24 hours prior to your event, a cancellation fee will be charged to your credit card. All payments will be due at the end of your event. Tax and 20% gratuity will be added to the final bill.

Cancellation Fees:      10ppl: \$100  
                                     12-19ppl: \$200  
                                     20-39ppl: \$300  
                                     40-49ppl: \$400  
                                     60ppl or more \$500

**Guarantee:** Arrival of more than twenty (20) minutes after reservation will result in loss of reserved location and/or a cancellation fee will be charged to your credit card. Head count less than half of reservation size will result in loss of partial location and/or half of the cancellation fee will be charged to your credit card.

**Credit Card Authorization:** I, \_\_\_\_\_, authorize Pete's Café & Bar to charge my credit card according to the detailed information provided below. I guarantee payment in full of the account as described. (All information will be held strictly confidential.)

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date & Day of Event: \_\_\_\_\_ Area Requested: \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_ Number is Party: \_\_\_\_\_

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

Type of Credit Card: (please circle)      Visa      MasterCard      Amex      Discover

Credit Card Holder's Name: \_\_\_\_\_

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

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

Guest Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Member Signature: \_\_\_\_\_

**If submitting by fax: This authorization must include LEGIBLE copies of the front and back of credit card and a copy of valid photo ID.**