



901 Ryan St.

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Contact Dan Schaad with any question you may have.

GENERAL INFORMATION

To serve you better please adhere to the instructions below

- Please provide us with your choice of menu or menu items and your preliminary guest total, at least 10 days before the event
- Please provide us with a final number of guests 48 hours before your event.
- We have menus for all type of occasions Brunch, Buffet, Afternoon Tea, Full Service , and Cocktail.
- We offer cash bar, open bar, limited bar, whatever fits your needs.

ADDITIONAL INFORMATION

- **You will be charged for the number of guests provided by you even if there are no shows**
- If you reserve house wine and champagne you will be charged only for bottles opened
- If you reserve wine that we serve by the glass you will be charged only for bottles opened
- If you want wine we serve by the bottle or that is not on our wine list you must pay for every bottles ordered

The private room will accommodate a maximum of 60 people for a Sit Down Meal.
For a Stand – up mixer or cocktail party the room will accommodate up to 75 people.
Keep in mind these numbers depend on how you utilize the space.

Teas are \$2.50

Chai
Green
Earl Grey
Orange Pekoe
English Breakfast

Breads

Scones	\$1.00
Crumpets	\$0.75
Tea Biscuits	\$0.75
Mini Croissants	\$0.75
English Muffins	\$0.75

Spreads are \$0.50

Strawberry Preserves
Orange Marmalade
Lemon Curd
Butter

Sandwiches

<i>Chicken Salad</i>	<i>\$2.50</i>	
<i>Egg Salad</i>	<i>\$1.75</i>	
<i>Ham Salad</i>	<i>\$2.50</i>	
<i>Shrimp Salad</i>	<i>\$3.00</i>	
<i>Cucumber</i>	<i>\$1.75</i>	
<i>Pear & Brie</i>	<i>\$2.50</i>	
<i>Pimiento Cheese</i>	<i>\$2.00</i>	
<i>Mini Grilled Cheese</i>		<i>\$2.00</i>

Savory pies are \$3.00

Natchitoches Meat
Crawfish

Sweets

<i>Petit Fours</i>	<i>\$1.50</i>
<i>Russian Tea Cookies</i>	<i>\$0.50</i>

<i>Thumb Print Cookies</i>	<i>\$1.50</i>
<i>Short Bread Cookies</i>	<i>\$0.50</i>



POLICY AND GUIDELINES FOR OUR PRIVATE ROOM

Please be informed that the room fee of \$195.30 is a non-refundable fee that does not go toward any food, this is for the room fee only. This room fee is for a (3) hour window. If you need additional time to set up, decorate, tear down, etcetera there is a \$50 an hour additional charge. A valid credit card will be kept on file for incidentals, such as damages, stolen items, or unpaid tabs by you or your guests.

(Yes you are responsible for your guests.)

If you wish to bring your own linens, chair covers, this is certainly acceptable, but needs to be discussed in advance, also the type of items you will be using to decorate with. Keep in mind, NO open flame candles, glitter, or nailing items on walls and woodwork. No taping to walls that may peel off paint when removed.

NO OUTSIDE FOOD: We do allow you to bring your own cake however you will be charged a cake fee of \$1.00 per person. No other exception will be allowed.

NO OUTSIDE BEVERAGES: of any kind are permitted. If you wish to bring in your own wine there is a \$15 per bottle corkage fee and must be approved in advance. If your guests bring in outside beverages you will be charged and they will be asked to leave. Please don't let party poopers ruin your event. Keep in mind that Pujo St. Café reserves the right to refuse service to anyone, but always out of respect to you and other guests and staff.

Please sign this agreement to acknowledge that you understand and agree to all guide lines and previsions.

OTHER FEES: A 20% gratuity is automatically added for the wait staff and sales tax of 10.2%.

Please understand that we cannot secure your reservation without the room fee and signature

Please sign here

Please date