



INSTRUCTION PAGE

<p>How to complete:</p>	<p>This is an editable PDF. A common program such as Adobe PDF, FoxIt PDF or most generic PDF viewers will allow you to click in the empty boxes to add text. When done, click save and follow instructions below.</p> <p>If your PDF viewer does not allow you to add text, you may print out, fill in by hand, scan or take pictures on your phone and email them to us.</p> <p>Page 1 and 2 are for DINE IN Bookings only. Page 3 and 4 are for TO GO Orders only.</p> <p>Even if you have booked with us before, be sure to read the acknowledgement sections as rules and regulations change and evolve with the current economic/political climate and may differ from your previous visit.</p>
<p>What do I do now?</p>	<p>PLEASE EMAIL A COMPLETED COPY TO LAKECHARLESCICIS@GMAIL.COM</p>
<p>What happens next?</p>	<p>YOU WILL RECEIVE CONFIRMATION OF YOUR RESERVATION AND BE QUOTED AN AMOUNT BASED ON THE INFORMATION YOU PROVIDED</p>
<p>When do I have to submit payment?</p>	<p>PAYMENT IS REQUIRED AT THE TIME OF SALE</p> <p>WE DO NOT ACCEPT P.O.'s OR ALLOW A/R TYPE SALES</p> <p>A RECEIPT WILL BE GIVEN AT THE TIME OF SALE FOR YOUR RECORDS</p>
<p>What if I have additional questions?</p>	<p>CONTACT JAMES or BRE AT 337-562-2223 FOR ANY QUESTIONS NOT ANSWERED ON THIS FORM</p>
<p>IF YOU DO NOT RECEIVE CONFIRMATION</p>	<p>It is possible that your email has been rejected by our server CALL JAMES AT 337-526-7003</p>



BOOKING FORM FOR SCHOOLS, RESERVATIONS & TO-GO ORDERS

version 2023.1

**THIS BOOKING FORM IS FOR THE CICIS PIZZA LOCATED AT
3533 RYAN ST. IN LAKE CHARLES, LA**

**SIGNING THIS FORM IS A LEGAL CONTRACT AND OBLIGATION
BETWEEN PIZZA PEOPLE, INC. AND "ORGANIZATION"**

USE THIS PAGE FOR DINE-IN RESERVATIONS ONLY

ORGANIZATION INFORMATION

Name of Organization		Office Telephone	
Principal or Camp Director Name		Book Keeper/Accountant Name	

CONTACT INFORMATION

Person or responsible party making reservation		Personal contact number for person making reservation (for emergency day-of contact)	
Email address for person making reservation (for correspondence)		Alternative contact information (teacher-aide, primary chaperone, etc)	

RESERVATION DETAILS

Date of requested reservation (Closed TGiving, Christmas & New Years)		Time of requested reservation (Earliest time 10:30am Latest time 8pm)	
Number of students (Max 190) (Please give approximate if actual not known)		Number of teachers/bus drivers (Teachers & Bus Drivers EAT FREE)	
Grade Level (PK-12) (If mixed group, notate all grades coming)		Number of parents/chaperones (This is important to reserve enough seats)	

- I would like to have pizzas ready at my table upon arrival. Pizzas will be ½ Pep ½ Cheese.
(This courtesy is only available to elementary schools - typically pre-k to 2nd grade) (Alternative toppings will be available at the buffet)

There is an additional \$1.00-per-child fee to provide this service

Please use the following table to determine your cost per student & total cost	
Head Start and Elementary (2yrs to 5 th grade)	\$5.00 Buffet & Drink (with tax exemption)
Middle & High School (6 th -12 th grade)	\$10.00 Buffet & Drink (with tax exemption)
Parents & Chaperones	\$14.30 Buffet, Drink & Tax
Teachers, Coaches & Bus Drivers	NO CHARGE

Acknowledgement and Acceptance

CiCi's Pizza works hard to provide you with a remarkable group dining experience. Please understand that the following acknowledgements are in place to guarantee you the time and attention you deserve and to ensure a quality dining experience for all of our guests and groups.

Acknowledgement of the Costs of Doing Business

I acknowledge that I have reviewed the information above and I attest that the information I have provided is true and accurate to the best of my knowledge. I understand that by signing this contract, I am entering into a legally enforceable contract that enables Pizza People, Inc to pursue full payment for the spaces reserved should I fail to report for my reservation. I understand that I/my organization **will** receive an invoice for failing to report for our reservation. I understand that I/my organization **will** receive an invoice for incorrect reservations made on behalf of myself or responsible party, be it wrong CiCi's location, wrong restaurant entirely, or incorrectly booked date or time. **I understand that I/my organization will not receive a refund/credit for bringing fewer students than paid for.** I understand that CiCi's incurs costs associated with each reservation, including but not limited to: added labor costs, added food and preparation costs, rejected revenue from the general public due to holding space for your organization. Cancellations are allowed up to 72 hours (3 days) in advance and must be made in writing to lakecharlescicis@gmail.com.

Acknowledgement of Space Constraints and Timeliness of Arrival

I understand that space **will be reserved** for my organization and that my reservation guarantees placement over all other dine-in traffic. I understand that I/my school should not arrive more than 15 minutes *prior to* the stated time of arrival and that doing so may cause a delay in service until our scheduled time for the purpose of properly preparing the buffet/dining area for my reservation. **I understand that if my arrival time exceeds 15 minutes beyond my reserved time, I grant CiCi's Pizza permission to begin filling my reserved space with general seating or other scheduled groups on a first come-first serve basis.** I understand that CiCi's Pizza can accommodate a maximum of **190 people in the restaurant and 110 people in the arcade for a total of 300 maximum occupancy** at any given time and that my group may not be the only scheduled group during my reserved time frame. I understand that CiCi's Pizza will use the information I have provided to properly schedule my group as well as other groups and that CiCi's Pizza will do everything in its power not overbook the restaurant. **I understand that CiCi's Pizza will only reserve the number of seats listed on this form and that teachers, chaperones and parents not listed on this form will not be guaranteed seating.**

Acknowledgement of Sales Tax Application

I understand that if my organization is tax exempt, a tax exemption form must accompany payment. Failure to provide proper tax-ex documentation by the date of service will result in being charged the appropriate amount of tax at the time of sale. I understand that I/my school will be charged tax at the rate of 10.20% if I do not provide the proper documentation with this form or on the date of service. **I also understand that in order to receive tax exemption status, payment must be made as one singular transaction. The state of Louisiana does not allow tax exemptions for individual persons or transactions. I understand that if (any of) the members of my organization are paying individually, they are not covered under tax exemption laws and will be charged the appropriate tax at the time of sale.** I understand that the price quoted is guaranteed for this reservation only and prices are subject to change on future orders and on orders that require special accommodations.

Check here if your organization is tax exempt

Acknowledgement of NEW Game Room Protocol

I understand that the game room operates on GAME CARDS, not quarters, and CiCi's Pizza is not able to exchange large volumes of quarters for cash. **I agree to instruct my students to bring dollar bills in \$1, \$5, \$10 and \$20 face values only** as CiCi's does not carry a large quantity of small bills to exchange for game room use. Children must be supervised by adults at all times. The Game Room is secured by video cameras. Any extraneous horseplay, climbing or otherwise damage to games by members of your organization will be personally held responsible for damages.

Acknowledgement of the Right to Refuse Future Service

This CiCi's Pizza location is a locally and privately owned franchise and reserves the right to refuse service for any justifiable reason it deems appropriate. Should it become necessary to enforce these rights, the administrator listed on this form will be notified that future reservations for this group will no longer be allowed to book with this CiCi's Pizza location.

By signing below, I attest that I have read all the above acknowledgements and agree to be bound by these conditions of business.

Acknowledgement of Responsible Party: _____ **Date:** _____



**We are excited that you have chosen
CiCi's Pizza Lake Charles as your dining destination.
We are committed to delivering you an exceptional
experience during your visit with us.**

**You can help us achieve this experience by notifying
us of your attendance so that we may ensure
accurate seating availability for children, teachers,
chaperones and parents.**

**If you are planning to attend this event with your
child, please return this form with the information
requested below so that we can accurately reserve
enough seating for your group.**

**Parents who choose to attend but do not return this
form will not be guaranteed seating.**

Child's Name _____

Number of Parents Attending with Child _____

USE THIS PAGE FOR TO-GO ORDERS ONLY

ORGANIZATION INFORMATION

Name of Organization		Office Telephone	
Principal or Camp Director Name		Book Keeper /Accountant Name	

CONTACT INFORMATION

Name of person or responsible party making order:		Personal contact number for person making order (for emergency day-of contact):	
Email address for person making order (for correspondence):		Alternative contact information (teacher-aide, person picking up order, if different from above):	

ORDER DETAILS

Date to be ready on	Time of Pickup
Type of pizza (list different types separately)	Quantity of each type

Please attach additional page if extra space is needed

- I would like to have my pizzas cut in larger or smaller slices as notated here: 6 / 8 / 12 / 14 (Standard is 10)

Please use the following table to determine your cost			
Large 14" Pepperoni or Cheese Pizza		\$8.99	
Large 14" Single Top (not pep or cheese)		\$11.99 + \$1.75 per additional topping	
Cinnamon Rolls, Brownies, Cheesybread		\$6.99	
"Donation of Margin" Items (501c3 only)		NO LONGER AVAILABLE AS OF 9/1/19	
Large Volume Price Breaks (applies to pizzas only)			
20 to 39 pizzas	Save \$1.00 per pizza	40 or more pizzas	Save \$2.00 per pizza

Acknowledgement and Acceptance

FOR TO-GO ORDERS ONLY

CiCi's Pizza works hard to provide you with a remarkable bulk-order pizza experience. Please understand that the following acknowledgements are in place to guarantee you the quality and service you deserve and to ensure a quality experience for all of our guests and groups.

Acknowledgement of the Costs of Doing Business

I acknowledge that I have reviewed the information above and I attest that the information I have provided is true and accurate to the best of my knowledge. I understand that by signing this contract, I am entering into a legally enforceable contract that enables Pizza People, Inc to pursue full payment for the pizzas ordered should I fail to pick up my order. I understand that I/my organization **will** receive an invoice for failing to pick up my order. I understand that I/my organization **will** receive an invoice for incorrect orders made on behalf of myself or responsible party, be it wrong CiCi's location, wrong restaurant entirely, or incorrectly booked date or time. I understand that I/my school **will not** receive a refund for incorrect pizzas that were incorrectly ordered by me or a responsible party, be it type, quantity, cut or requested at the incorrect time.

Acknowledgement of Product Quality

I acknowledge that the pizzas are guaranteed to be ready within a 15 minute window of the time requested and that CiCi's will hold these pizzas on a warmer that maintains an equipment temperature of 140°F. I acknowledge that failure to pick up pizzas in a timely manner may result in a less than optimal product due to prolonged exposure to ambient air temperature. I agree to hold harmless CiCi's Pizza for any product temperature variation for pizzas picked up past the order time.

Acknowledgement of Uncontrollable Situations

I understand that CiCis Pizza and its employees will do everything in its/their power to ensure that my order is ready for pickup at or before the requested time. I understand that from time to time due to situations beyond the control of the restaurant or its employees, there may be a slight delay in completing large orders and I agree to allow up to 15 minutes beyond the requested time for my order to be ready. Delays may be due all or in part to staffing issues, incorrectly prepared pizzas, oven and baking equipment failures, or other unforeseen circumstances. I understand that I will not be offered any compensation for orders that are fully completed within this reasonably acceptable time frame. I reserve the right to speak with a member of management to receive fair compensation in the event of an extended delay beyond this allowance.

Acknowledgement of Sales Tax Application

I understand that if my organization is tax exempt, a tax exemption form must accompany payment. Failure to provide proper tax-ex documentation by the date of service will result in being charged the appropriate amount of tax at the time of sale. I understand that I/my school will be charged tax at the rate of 10.20% if I do not provide the proper documentation with this form or on the date of service. I also understand that in order to receive tax exemption status, payment must be made as one singular transaction. The state of Louisiana does not allow tax exemptions for individual persons or transactions. I understand that the price quoted is guaranteed for this order only and prices are subject to change on future orders and on orders that require special accommodations.

Check here if your organization is tax exempt

Acknowledgement of the Right to Refuse Future Service

This CiCi's Pizza location is a locally and privately owned franchise and reserves the right to refuse service for any justifiable reason it deems appropriate. Should it become necessary to enforce these rights, the administrator listed on this form will be notified that future orders for this group will no longer be allowed to be made with this CiCi's Pizza location..

By signing below, I attest that I have read all the above acknowledgements and agree to be bound by these conditions of business.

Acknowledgement of Responsible Party: _____ **Date:** _____