



## 2018-2019 Exclusive Private Party Policies

### **Private Event Policies:**

The *maximum* amount of people allowed on our Private Dining area is **32**.

You may choose up to **5 entrée menu items** from our regular menu and make your own menu cards. Evening prices start at **\$70 per guest**, includes appetizer, small salad, choice of entree and warm bread. Non-alcoholic beverage service (iced tea, soda & regular coffee) *is included* in your price. You may bring your own dessert for a flat fee of \$45. It will be cut by our chef and served by your designated servers.

### **Specifics:**

**A non-refundable rental fee of \$500 is required.** The fee will secure the date for *exclusive use* of the (1) Private dining area. The attached patio will be included for exclusive use during your event.

**The reservation date is not guaranteed until the \$500 is paid.**

\*This fee will be applied towards your final bill.

Evening time slot is 4:00pm to 9:00pm. Please be prepared to complete your event within your allowed time frame. You may come in 1 hour prior to the event to decorate. Please bring help, as assistance will not be available until your party begins.

**One check is required that will include tax and 18% gratuity.**

A final guest count must be given 72 hours prior to the event. You will be charged a minimum of 90% of the final guest count.

Menu entrée selections are needed **no later than 5 days prior** to your event. We will attempt to accommodate dietary requests if made in advance.

*We do not offer a gluten-free menu or a children's menu.*

### **Payment:**

Payment is due upon conclusion of your event.

We accept cash, Visa, MasterCard and American Express and business checks.

**Please note: Separate checks are not permitted;** however, we can accept multiple cards or credit card/ cash combinations.

### **Miscellaneous Charges and Services:**

Wine/champagne (if brought in) corkage fee: \$10 per bottle opened

Bar set up with Bartender (no alcohol included): \$200

AV Equipment/Use - \$50

**Decorations:**

Linens are provided free of charge: *beige, white or black only*. If you are bringing your own linens, you will need "banquet size" table cloths.

Candles (encased), flowers & balloons are allowed.

You may use your own playlists/ipods/phone for music.

***\*\*Absolutely no confetti, small candies, rose petals, fake diamonds or glitter permitted. Nothing to be attached to the walls, windows, and ceilings.***

A cleaning fee of \$100 will be applied to your bill if these items are brought in. Please bring your own tape and scissors.

***\*\*We are not responsible for any personal items that are lost, damaged or stolen.***

PLEASE REVIEW ALL OF THE INFORMATION ABOVE.  
YOUR SIGNATURE BELOW *CONFIRMS ACCEPTANCE OF*  
THE TERMS IN THE AFOREMENTIONED POLICIES.

SIGNATURE\_\_\_\_\_DATE\_\_\_\_\_

NAME OF HOST/ RESPONSIBLE PARTY\_\_\_\_\_ (Print)

DATE OF EVENT\_\_\_\_\_