



2019 Exclusive Private Party Policies

Private Event Policies:

The *maximum* amount of people allowed on our Private Dining area is **35**. Evening prices start at **\$70 per guest**, includes small salad, choice of entree and warm bread and dessert. 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. ****This fee will be applied toward your final bill.**

The attached patio will be included for exclusive use during your event during the months of November to February.

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

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 may not be available until your party begins.

One check is required that will include tax and 20% gratuity.

A final guest count must be given 72 hours prior to the event. If we are not contacted with a final guest count within 72 hours of your event, you will be responsible and charged for the original number given at the time of your inquiry.

Minimum requirements: Tuesday & Wednesday is \$1200; Thursday to Saturday is \$1500. An unmet minimum charge will be added to your final bill if the food and beverage minimum is not met.

Menu entrée selections are needed **no later than 7 days prior** to your event. We will attempt to accommodate dietary requests if made in advance.

**We do not offer a gluten-free 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: \$20 per bottle opened

Bar set up only (no alcohol included): \$40

AV Equipment/Use - \$45 **Wi-Fi is available.**

Decorations:

Linens are provided free of charge: *white or black only* with beige, white or black napkins.

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/iPod/phone for music.

****Absolutely no confetti, small candies, rose petals, fake diamonds or glitter permitted.** A cleaning fee of \$50 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_____