



Guidelines for Private Parties

Please be prompt for your reservation. All parties of 10 or more are allotted 2 ½ - 3 hours in length. We will not begin food service until all guests have arrived. All food orders must go to the kitchen no later than 30 minutes after the reservation time.

All food and beverages must go on one check. That check can be split up to three ways with equal amounts. No separate checks.

All guests must be able to accommodate stairs if using Chef's Room or Conference Room.

When utilizing Limited Menus, a confirmed guest count is due 48 hours prior to the event. If your guest count should drop within 48 hours you will still be responsible for your confirmed guest count. No credit or food packaged to go. (For unserved meals)

There are no outside products allowed. (Food, alcohol, cookies, candies)

If bringing a cake, your cake can be substituted for the desserts on the Limited Menu. Please tell us this prior to your event. If you are using the A La Carte menu and wish to bring your own cake, we do apply a \$3 per person slicing fee since we do sell desserts at Erini.

When decorating a room, we do allow weighted balloons, floral center pieces and free-standing signs. No confetti, glitter products or anything attached to the walls with tape, glue, tied or hung from any surfaces. (Windows, walls, doors, and furnishings)

We allow guests to come in to decorate 30 minutes prior to the event.

There is no outside music allowed. We provide background music.

All orders must go through the A La Carte server assigned to your group.

All private event spaces are used for lunch and dinner service. You must be ordering a full meal. We do not use these spaces for just drinks and appetizers.

No open flamed decorative candles.

Tax and gratuity are not included.

Signature _____ Initials _____ Date _____