



Private Party Guidelines

Initial all below:

1. ____ All private event spaces are booked only for full lunch or dinner service. These spaces may not be reserved for cocktail service or drink/appetizer events
2. ____ Parties of 12 or more require the use of a preselected "Limited Menu" and requires a confirmed guest count 48 hours prior to the event. The confirmed guest count will reflect in final bill and may only be adjusted with prior approval by booking manager or GM.
3. ____ Private dining spaces are located on the second floor; to reserve the "Chef's Room" or "Conference Room", please verify all guests attending are able to safely navigate stairs
4. ____ Parties of 10 or more are allotted 3 hours; beginning at time of reservation for completion
5. ____ All guests should arrive no later than 30 minutes of the booked reservation time. At this time, all food orders will be sent to the kitchen, no exceptions
6. ____ Guests may be allowed entrance no earlier than 30 minutes of reservation time with prior approval
7. ____ Approved decorations include: weighted balloons, floral center pieces, free-standing signs (we are happy to supply an easel)
8. ____ The following will result in cleaning/repair fees in an amount assessed by damage: open flames of any kind, confetti, glitter, tape, glue, tacks/nails or damage incurred by such from any surface (windows, walls, doors, furnishings); OPEN FLAMES ARE STRICTLY AGAINST FIRE CODE
9. ____ We provide background music in all spaces, no outside speakers or music is permitted
10. ____ We provide a full-service dining experience with no need for outside products; The following are not admissible on property without prior authorization: alcohol, edible party favors, specialty desserts
11. ____ If proper authorization is granted: \$3/person "Cakeage" (similar to corkage) fee is applied to all final "A La Carte" dining checks; "Limited Menu" parties may substitute a specialty dessert in leu of included dessert without incurring additional fee
12. ____ Once service has begun, all orders must go through the server/server assigned to your group; Ordering from the bar is no longer permitted
13. ____ No separate checks; One final check will be presented at the conclusion of the allotted time, which may be broken up into a max of three equal payments.
14. ____ Gratuity is not automatically added to your final bill, however we stand behind our servers and the service they are trained to provide; 18%-20% is customary for the service and experience provided

Guest Signature _____ Date _____ Manager Initial _____