

## PRIVATE EVENTS

*Additional Information***RENTAL TIME**

The rental of a space allows for up to a four-hour block. A charge of \$50 per half hour will apply for over 4-hour rental period. Extended time frames are available for an additional fee. The time reserved is the time that guests are expected to begin arriving through the time that the space is to be emptied. The reservation must fall into standard operating hours for the restaurant, which are 7am to 10pm daily. Event must fall within the designated meal period.

**ROOM SETUPS**

Each room has specific guest count and setup capabilities. Please discuss with your Sales Coordinator in advance if you have a preferred arrangement, as not all requests can be guaranteed. Your Sales Coordinator is happy to work on custom floor plans. Floorplan must remain as is for duration of event. Furniture moved by group during event will result in additional fees.

**DECORATING**

You are welcome to decorate the dining space that you have reserved for an event. You are able to access the space up to one hour prior to the scheduled event start time. If you plan on hanging anything, we do not allow holes be made in the walls. If tape is used, it is the responsibility of the guest to remove it, along with all other decorations. No confetti or glitter is permitted. Damage to space could result in additional fees.

**GRATUITIES AND TAXES**

An automatic taxable service fee of 22% is added to the total of all private events and is never built into menu pricing. This service fee is broken down into an 18% gratuity to your Service Staff and a 4% house service charge. Tax is then added to the bill, unless the group is Tax Exempt. State Sales tax is 6% and State Alcohol Tax is 9%.

**MUSIC**

Live music is offered in the Restaurant on Friday evenings, Saturday evenings and Sunday during Brunch. You are welcome to provide your own music using a small speaker. Amplified sound is not permitted (such as a musician or DJ). The Restaurant reserves the right to turn down or off any personal music devices.

**LINENS**

White table linens are available for use with the Maria's and Christina's rooms at no additional fee. Without linens, the tables have natural dark wood table tops. Linens must be requested prior to contract in order to be guaranteed.

**EVENT DEPOSIT**

A non-refundable deposit is required in advance to secure your event. Space cannot be reserved or guaranteed until a deposit is received by your Sales Coordinator. The amount will be specified by your Sales Coordinator and can be paid by credit card, cash or check. A deposit is not a room rental fee. The deposit is considered pre-payment toward your total event bill and will reflect as a credit on your receipt provided by the Service Staff post-event.

**OUTSIDE FOOD AND BEVERAGE**

All food and beverage must be provided by the Restaurant. The only exception is that groups are welcome to provide a "celebration dessert" at no additional fee. A Hold Harmless waiver form must be signed and you must let your Sales Coordinator know in advance. There is a \$1.50 cutting fee per person that will apply if your Service Staff cuts and serves an outside dessert.

**ALCOHOLIC BEVERAGES**

All drinks in Alexandra's are charged per item. Most event menus incorporate specific non-alcohol beverages. Anything that is not part of these menus would be charged based on consumption if ordered during the event. You have the choice to include any beverages you would like on the final bill. All other beverages would be handled on a Cash Bar basis.

**FINAL INFORMATION AND PAYMENT**

All final details, to include the guaranteed guest count, are due no later than one week prior to the event.

A contract will then be sent for signature to guarantee all details. Payment for the final bill is handled immediately following your event with the Service Staff handling your function. The event's remaining balance is expected to be paid in full at that time by credit card, cash or check. Events are to have one final bill. Up to 4 credit cards can be accepted.

**FOOD TO GO**

Any left over hors d' oeuvres or buffet food may not be taken to go due to health code restrictions. Plated meals may be boxed to go if not finished or if a guest does not show.

Please Sign to acknowledge the above information.

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 Signature

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 Date