

Terms and Conditions:

1. I am committing to the aforementioned number of guests and date confirmed on the reservation. I agree to confirm my final number of guests within 48 hours of the event. We are unable to guarantee accommodations for additional guests beyond the confirmed amount; additional fees apply in the event we can accommodate add-on guests. Guests beyond the seating capacity of the private dining rooms at that time are not permitted to congregate outside of private dining rooms.
2. The food & beverage minimum to guarantee this room is \$750.00 before tax and gratuity for this event. If the food & beverage minimum is not met, the remaining balance will be charged as a room fee or unmet minimum to the credit card on file. Minimums are exclusive of tax & gratuity. Gift card purchases do not count toward the food & beverage minimums. Separate checks are not permitted for parties with over 20 guests
3. For Groups of 17+ guests preselected menus must be chosen at least seven days in advance of seated meals and hors d'oeuvre receptions. Otherwise, the Chef will select a menu for your event. For speaking programs, orders must be taken before the program begins. Dietary needs or allergies must be received 48 hours prior to the event.
4. I agree that my card will be charged the minimum plus tax and gratuity in the event my party does not show up or if I cancel within 7 days of the event. (If your party is booked less than seven days in advance, the cancellation period is 48 hours.)
5. We request a 20% gratuity for private dining events calculated after tax. Gratuity is a tip, thus entirely at your discretion. If you wish to pay a different amount, please let us know at the time of booking or at the conclusion of your event by crossing through the added gratuity and writing in the amount you wish to pay.
6. If your group has tax exemption status, a tax exemption form is required prior to the event in order for us to honor it on the main tab. Separate checks are not granted tax exemption status.
7. I acknowledge the room is reserved for exactly hours stated on the reservation. I understand an arrangement must be made at this time if the room is to be used for a longer period of time, agreed upon previously.
8. Room Decorations -We do not allow balloon garlands, arches, photo backdrops, outside chairs, chair covers, confetti, glitter, or anything attached to the walls or ceilings. Cakes, floral arrangements, and gifts may be delivered to Char on the day of the event between the hours of 9-11 am and 2-4 p.m. Please coordinate the delivery date and time with the manager in writing prior to the event date. Other decoration restrictions may apply; access to the room will depend on availability. Management reserves the right to assess a service charge for any damages and/or excessive clean-up. If confetti or glitter is used in the room, guests will incur a \$150 cleanup fee.
9. We prepare and staff for each event based on the final headcount provided in the confirmation email. In the event of a reduction in attendance without prior notice, we reserve the right to charge for the amount of the final headcount.
10. Room/Table Setup: Audio Visual screen & hookups are available at no extra charge. We do not allow DJs

or live or amplified music of any kind, as our rooms are not soundproof. Seating capacity may change due to added AV, change in the table set up per guest upon arrival, or additional tables needed for cake, decorations, gifts, etc. Setup is listed in the setup notes on the banquet event order. Signing your contract confirms the table setup described in the event order. The room is set up one day prior to your event; any requested changes to the setup may incur additional fees.