

Table 31 Private Booking Information

Room Fees & Minimums

Private dining spaces require that a minimum be spent on food & beverage. Minimum requirements do not include tax and gratuity.

Lake Side Dining Room	Village Side Dining Room
Up to 40 Guests Plated Menu Up to 35 Buffet Style	Up to 60 Guest Plated Menu Up to 50 Guests Buffet Style
[LUNCH 11 AM to 3 PM] Lunch Room Fee \$300 Lunch Food & Beverage Minimum \$1,000	[LUNCH 11 AM to 3 PM] Lunch Room Fee \$500 Lunch Food & Beverage Minimum \$1,500
[DINNER 5:30 PM to 9:30 PM] Sun-Thurs Dinner Room Fee \$1,000 Sun-Thurs Food & Beverage Minimum \$1,500	[DINNER 5:30 PM to 9:30 PM] Sun-Thurs Dinner Room Fee \$1,500 Sun-Thurs Food & Beverage Minimum \$2,000
[DINNER 5:30 PM to 10 PM] Fri & Sat Dinner Room Fee \$1,500 Fri & Sat Dinner Food & Beverage Minimum \$2,000	[DINNER 5:30 PM to 10 PM] Fri & Sat Dinner Room Fee \$2,000 Fri & Sat Dinner Food & Beverage Minimum \$2,500

Room Fee Deposit & Cancellation Fees

Room fees will be taken as deposit to confirm booking.

Cancellation fee schedule:

- o Booking date to 15 days from event date receives a full refund of Room Fee Deposit
- o 6-14 Days from event date 50% refund of Room Fee Deposit
- o 5 days or less Room Fee Deposit is forfeited

Service & Gratuity

A 20% gratuity will be added to the final bill. A minimum gratuity for each server must be met. Any shortfall of gratuity will be added to final bill.

Minimum lunch gratuity per server \$100

Minimum dinner gratuity per server [Sunday – Thursday \$145 per server] [Friday & Saturday \$195 per server]

Plated Service Guest/Server Ratios [up to 15 guests = 1 server] [16-30 guests = 2 servers] [31-45 guests = 3 servers] [46-60 guests = 4 servers]

Buffet Style Guest/Server Ratios [up to 15 guests = 1 server] [16-40 guests = 2 servers] [40+ guests = 3 servers]

Pre-ordering

Pre-ordering is required for groups of 25 or more for luncheons and gatherings on Friday or Saturday evening. A menu link is prepared by Table 31 for you to distribute to your guest list. Each guests' menu selection is sent directly to Table 31. This helps ensure proper preparation and allows us to offer these higher food cost, unique items on our event menus.

Guarantee

A guaranteed number is required 1 week prior to the event. You will be charged by the guaranteed number or the number served, whichever is greater. Table 31 is not responsible for service to more than the guaranteed amount.

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Food & Beverage Notes

A custom menu consisting of 4 to 5 entrée items from our current menu must be created for your event.

Outside food and beverage are not permitted except for custom desserts for which a \$25 dessert fee will apply.

Daily food and drink specials are not applicable for private events.

Special Request

Any special requests that can be accommodated by our facility will be fulfilled but any expense or cost will be absorbed by the individual(s) responsible for the event. This includes extra time required for event set up, decorating and planning services. Additional fees will apply based on scope of work and agreed upon by both parties.

Decorating & Cleaning

The use of table confetti, glitter or streamers of any kind is strictly prohibited. Helium balloons must be secured with a weight to prevent getting trapped in the ceiling. Nothing can be taped, pinned or hung from the walls in any fashion. Gift wrapping and boxes should be discarded or removed.

A minimum \$100 fee will be applied to your bill to cover additional clean up or repairs to the room due to use of such items.

By signing this agreement, you agree to the terms set forth.

Signature: _____ **Date:** _____