

BOOKING INFO

No matter the occasion, a lot goes into planning an event. Work with one of our Event Directors to make the process fun and stress-free. We make sure every detail is tended to, so you can relax and enjoy your big day.

We highly recommend an initial in-person meeting, so we may show you our space and get to know your vision. We realize geography and schedules don't always permit face-to-face meetings, so we are happy to accommodate phone and email consultations.



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Deposit

To confirm your date, a booking agreement must be signed and a 50% deposit of the estimated cost must be received. The remaining balance is due 10 days prior to your event. Acceptable methods of payment are credit card or check. All credit card charges will incur a 3% processing fee.

Guarantees

Your final guest count must be received no later than 4pm, 10 days prior to your event. This number will be considered a guarantee and is not subject to reduction. Additional guests may be added up to three days prior to your event if space allows. Charges will apply.

Service Charge and Taxes

Events are subject to a pre-determined service charge, 6% state tax and 5% city tax.

Parking

Ample parking is available in the on-site garage managed by Colonial Parking. The rate is \$5 after 5pm on weekdays and all day on weekends. Validation tickets may be purchased in advanced. There is limited free parking on the plaza and the street. Guests may not park in the circular drive as it is a fire lane.

Cancellation Policy

Deposits are refundable up to 60 days prior to the event date. Final payment is not refundable. Some restrictions apply.



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Event Director

From start to finish, our Event Directors play a crucial role in creating memorable, well-orchestrated, stress-free events. In addition to consultations, tours, menu planning and proposal writing, they assist with coordinating linen and glassware rentals, floral and cake deliveries, DJ and musician set-up, seating charts, guest registration, and so much more. Fees vary based on services provided.

Decorations

You may access the space 15 minutes before your event to decorate and place florals. If you require more time, you may book the space up to an hour prior to your event. All decorations and florals must be removed within your event time. We do not allow glitter, confetti, or anything that can damage the ceiling or walls. Due to space constraints, we regret that we cannot store your décor or florals before or after your event.

Menu Customizations

We are happy to accommodate menu customizations based on budget, dietary restrictions, and special requests. Final menu selections are due no later than 10 days prior to your event. Please note, menus and pricing are subject to change.

Outside Vendors & Entertainment

All outside vendors contracted for the event (florists, rentals, décor, entertainment) must be approved by the Venue no later than 10 days prior to your event. The Venue is not responsible for organizing or confirming arrangements with outside vendors or planners unless contracted to do so.



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Service Charge

No matter how intimate or grand an event, our team is here to serve! Our service charge is based upon how many and which team members are needed to ensure exceptional service for your specific event. Additional gratuity is appreciated, but not required.

Minimum Food & Beverage Spend/Space Rental

We love our patrons and are excited you want to host your event with us. In order to ensure we do a great job executing your event, we often have to schedule extra staff, make special food orders, block out seating/reservations for your space, and turn away regular diners. A minimum spend and/or space rental fee helps us make these complex decisions that affect the health of our business and the happiness of our customers.

Event Timing

We will gently remind the host or remaining guests when their event is scheduled to conclude. A \$125 room fee will be automatically charged to the card on file for each 15 minute increment that the contracted space is occupied beyond the contracted end time.