



## Private Events (daytime parties) Frequently Asked Questions and Contract

Thank you for considering allowing us to host your event! In an effort to provide you with as much information as possible so that you can make an informed decision in choosing a venue that meets your needs and expectations we ask that you read and acknowledge the following:

### When can we stop by to discuss our event?

You are welcome to stop by any time after 5pm Tuesday-Sunday to see the space if you are not familiar with the restaurant. The restaurant will not be set up in the same way that it would for a private event. You are always welcome to email us at any time with any questions. All discussion regarding your event will take place via email until we call you on the Tuesday before your event. This is to ensure that we are able to get back to you as quickly as possible and eliminate the possibility of missed messages and confusion stemming from discussing your event over the phone or in person with multiple people who may give conflicting answers to questions and concerns.

### How do I book a private event?

We require a \$50 deposit and signed copy of this contract to book a private event.

When you inquire via email about hosting a daytime private event on one specific date you are automatically penciled in for that one date to ensure that the date remains available while you discuss the details with your friends and family (if the date is available). We will email you to confirm that we have received your inquiry and to let you know whether the date is available or not. If we do not hear back from you via email within a few days we will release the date. If you decide that you would like to book the date, please reply to our email with a signed contract and \$50 deposit (payable through our website or in person by cash or check). We will then mark the date as "Booked" on our calendar and email you to confirm. We will call you the Tuesday before the event for your menu selections and final minimum head count. Unfortunately, we cannot hold multiple dates. Your event should not be considered booked until you have received an email confirmation stating that it is booked.

## Do you require a deposit?

We require a \$50 deposit that will be used toward your final bill. This deposit may be paid by cash or check or through our website with a credit or debit card. To pay through our website please visit our Takeout menu and scroll to the bottom. You will see the option to click “\$50 private party deposit” and proceed to check out. Please be sure to provide your name and event date when paying through our website. Please note- we cannot accept payment via credit card except through our website.

## When do you require final payment and what forms of payment do you accept?

We require full payment on the day of your event, typically at the end of the party. We accept cash or check.

## What is your gratuity/tax rate?

All private events are charged 20% gratuity and the standard NY state sales tax of 8.625.

## Do we need to meet a certain minimum number of guests?

We require that all Sit Down Private Events meet a dollar minimum of \$850 before tax and gratuity.

We will call you the Tuesday before your event for your final minimum number of guests. This will become the minimum number of people that you are required to pay for on the day of your event.

We cannot offer discounts or accommodations for events that do not meet the final agreed upon minimum.

Unfortunately, we do not offer the option to take home any meals intended for guests that had RSVPd yes and did not make it to the event. We may not be able to serve guests that arrive to the event after we have begun to serve your meal.

## Are we allowed to decorate?

Yes, you are welcome to bring in any decorations that you would like as long as they will not cause permanent damage to any walls or fixtures. We do not allow confetti or balloons filled with confetti. You will find that we do have a few hidden hooks and nails to accommodate most banners or baby/bridal shower “clothes lines”. Please note that you will have access to the restaurant from 11:15 until 3:45 on the day of your event. This includes time allotted for set up, guest arrival and departure, and break down. Typical events run from 12pm-3:30pm. If you feel that you may need more time to decorate and remove your decorations, you may need to adjust your party time accordingly.

## How will the tables be set up?

Our main dining room currently seats up to 45 guests. There will be 3 to 5 rectangular tables with 8 to 10 guests per table depending on party size as well as an area for gifts. We recommend 2 centerpieces per table. The tables will be set with white linens. All private events are set up in our main dining room, we cannot offer use of our smaller front room for private events.

## Are we able to create our own floor plan?

Unfortunately, we cannot accommodate an altered floor plan as we are limited by the existing tables, space, and architectural elements within the room as well as Covid-19 safety restrictions.

## What time are we able to enter the restaurant on the morning of our event to decorate?

You will have access to the restaurant from 11:15 until 3:45 on the day of your event. This includes time for set up/ break down, guest arrival/ departure, and your event. You are also welcome to drop off any wine or decorations that you would like any time after 1pm Tuesday-Friday during the week of your event. This way you do not need to worry about loading and unloading everything that morning, and we can keep your white wine chilled!

## May we bring a cake?

Yes, you may bring a cake. We also offer the option to provide a simple sheet cake purchased from La Bonne Boulangerie bakery in Port Jefferson, at no additional fee to you.

*Due to current Covid-19 safety concerns we will not be able to accommodate any communal food or beverage table requests such as a candy table, doughnut wall, mimosa/punch bar, or any other food/beverage displays of items intended for consumption.*

If you would prefer not to have a cake, we do offer a choice from 2 desserts from our dessert menu. If you would like to bring your own cake AND select dessert from our dessert menu there will be a cake plating fee of \$2pp++.

## Are we allowed to bring our own wine/beer/liquor?

We always welcome you to bring, open, and serve your own wine or sparkling wine. We do provide wine glasses. We do not allow outside beer or liquor, but we do have both available for purchase.

## Can we run a bar tab for drinks?

The open bar option includes a bartender but may not be appropriate for all events. If you would prefer not to offer open bar we can bring in a bartender for a flat fee of \$140 plus bar tab. Otherwise there will not be a designated bartender to handle making drinks. Most of our servers are capable of making a drink or two but will need to be focused on serving your guests in the main room.

Will there be other guests in the restaurant during my party?

No. All daytime parties run from 12-3:30, before we open for dinner service, and are set up in our main dining room.

*Although there will be no other guests in the restaurant, for the safety of you, your guests, and our staff, we do require that anyone who enters the building must be wearing a mask covering both their nose any mouth at all times whenever they are not seated. This includes entering the building as well as exiting and any other instance that would require you to leave your seat.*

Can you accommodate a wedding reception during the afternoon?

**We cannot accommodate a wedding reception in the time allotted for an afternoon party.**

Can we start our party before or after 12pm?

We cannot start a party before 12pm.

We usually cannot start a party after 12pm as we need the room back by 3:30 for all daytime parties. If you believe that you will not need the full 3 hours and 30 min for your party, please contact us and we can discuss your event to determine whether it would be possible to change the start time. We may not be able to serve guests that arrive to the event after we have begun to serve your meal.

By Signing below, you are acknowledging that you have been provided with the following information:

\*All discussion regarding your event will be via email

\*Minimum head count and menu to be finalized the Tuesday before your event. No adjustments to the menu or head count will be allowed after that time, no accommodations or discounts will be made if the minimum head count is not met

\*We may be unable to serve guests who arrive after we have begun to serve your meal

\*You will have access to the restaurant from 11:15 until 3:45 on the day of your event. This includes time allotted for set up/break down, guest arrival/departure, and your event. Events typically run from 12-3:30pm

\*We welcome you to decorate, however, we ask that you please do not decorate with confetti, balloons filled with confetti, or anything that may damage our walls and fixtures

\*It is the party hosts responsibility to read and understand all information provided in our list of commonly asked questions prior to booking their event. By booking an event with us you are agreeing that our policy meets your needs

\*We require a \$50 deposit and signed contract for all private events

Print Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Signature: \_\_\_\_\_