



## Private Events (daytime parties) Frequently Asked Questions

### 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 may view photos of past events on our website. You are always welcome to email us at any time with any questions. If you have already booked your event we will then call you the Tuesday before the event for your menu selections and final minimum head count.

### How do I book a private event?

When you inquire 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 email you once more to confirm that you are still interested. If we do not receive a reply to this email we will release the date. If you decide that you would like to book the date, please reply to our email to confirm and we will mark the date as "Booked" on our calendar. We will then call you the Tuesday before the event for your menu selections and final minimum head count. Unfortunately, we cannot hold multiple dates.

### Do you require a deposit?

We do not take a deposit.

### 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 daytime parties 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.

## 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. You will find that we do have a few hidden hooks and nails to accommodate most banners or baby/bridal shower "clothes lines".

## How will the tables be set up?

Our main room seats about 65 guests. There will be 3 to 5 rectangular tables with 8 to 14 guests per table. We recommend 2 to 3 centerpieces per table.

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

If you have a floor plan in mind, please let us know and we will figure out if the space can accommodate it. Please keep in mind that we are limited by the existing tables, space, and architectural elements within in the room.

## Will we have an extra table for gifts?

Yes, most events do have space for an extra table for gifts. We typically set up your gift table on the left side of our main dining room near the fireplace/credenza.

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

You are welcome to arrive at 11:15 on the morning of 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. If you decide to bring a cake, we will display it and serve it as your dessert along with our family style doughnuts. We also offer the option to make you a simple chocolate or vanilla sheet cake with minimal writing and decorations. This would also be served with our family style doughnuts. 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 in addition to serving dessert there will be a cake plating fee of \$2pp++, rather than our usual dinner time cake plating fee of \$7pp++.

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

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 soda, 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.

Can we offer a choice from 2 appetizers rather than have each of our guests receive the same appetizer?

Yes! You may offer a choice from two appetizers for an additional \$2pp++.

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

No. All daytime parties run from 12-3:45, before we open for dinner service, and are set up in our main dining room.

Can you accommodate a wedding reception during the afternoon?

We typically cannot accommodate a wedding reception in the time allotted for an afternoon party, but please feel free to contact us with the details as every event is different.

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 3:45 for all daytime parties. If you believe that you will not need the full 3 hours and 45 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.

Do you offer evening parties?

We do offer the option to “buy out” the restaurant, meaning that we would close to the public for the evening. This is typically best for very large parties or weddings.

We take dinner reservations for up to 16 guests Tuesday-Thursday and Sunday and 12 guests Friday or Saturday.

Anything larger than 12 guests would need to be set up on 2 separate tables in our smaller, front room.

To book a dinner reservation please call us at 631-473-0014 or visit our website.

Please feel free to contact us with any further questions! Thank you!