



## Private Dining Policies & Food and Beverage Minimums

Each Private Dining Room has a corresponding food and beverage minimum for a **3-hour reservation**. The minimum depends on the day and time of your event. All food and beverages ordered during your event count towards this minimum. If the food and beverage minimum is not met at the completion of the event, the difference will be added to the final bill as a room rental charge. Once the food and beverage minimum is passed, there is no room rental charge for the space you have reserved. Multiple rooms may be reserved for larger parties.

*Please note the following food and beverage minimums do not include a 20% service charge or 9.5% state sales tax.*

### Fireplace Room A

*Maximum 15 people seated, 20 standing*

Monday-Friday Lunch:	\$200
Saturday-Sunday Brunch:	\$300
Sunday-Thursday Dinner:	\$300
Friday-Saturday Dinner:	\$500



### Main St. Room

*Maximum 30 people seated, 35 standing*

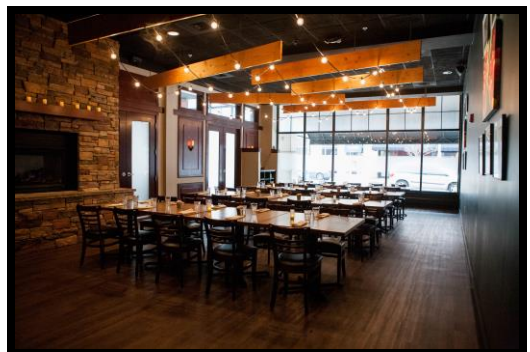
Monday-Friday Lunch:	\$200
Saturday-Sunday Brunch:	\$300
Sunday-Thursday Dinner:	\$300
Friday-Saturday Dinner:	\$500



### Fireplace Room B

*Maximum 48 people seated, 70 standing*

Monday-Friday Lunch:	\$250
Saturday-Sunday Brunch:	\$500
Sunday-Thursday Dinner:	\$500
Friday-Saturday Dinner:	\$750



## Private Event General Policies

All private events require an approved **PRIVATE EVENT PROPOSAL AND CREDIT CARD AUTHORIZATION** on file at least **7 days prior to your event as a deposit**. Upon completion of these two items, the reservation is secured and may move forward with planning for your event.

Standard booking window is 3 hours. If your event requires additional time, additional charge may apply unless specified by The Private Events Manager or onsite Big Grove Tavern Manager. Big Grove will hold contracted reservations for up to 30 minutes past the scheduled reservation time. After the allotted 30 minutes, there will be a \$50.00 charge for every half hour passed your scheduled reservation time. Please speak directly to the private dining coordinator or the manager on duty if you need to change your reservation time.

## Private Event Payment Policies

**Final payment of any remaining balance is due upon completion of the event.** If food and beverage minimum is not met, the difference will be added to the final bill as a room rental charge, non-inclusive of 9.5% state sales tax or a 20% service charge. If a deposit has been made it will be applied to the final bill after the event.

Private Event final food payments may NOT be divided into separate checks. The credit card on file will be used for private events final food and beverage bill unless otherwise specified. Groups that absolutely wish to have separate checks will be subject to a 20% gratuity charge per check, also splitting remaining food and beverage minimum if not met during your scheduled event.

Invoicing for business and educational events are required **2 weeks' notice** to prepare for communication between billing offices and administrative assistance. All financial paperwork along with tax exempt form will need to be given to the Private Event Manager or onsite Big Grove Tavern Manager **2 weeks prior** to event unless discussed by manager and guests.

50% of the food and beverage minimum will be charged to groups that do not show up for their scheduled event or cancel within 7 days or less. The amount will be charged to the credit card on file.

### **Acceptable methods of payment are:**

- |  |
|--|
| - Cash   |
| - Credit Card: <b>signed authorization form 7 days prior to event</b>                                  |
| - Company check (no personal checks)   |
| - Invoice: <b>must be given notice 2 weeks prior to event (businesses and educational events only)</b> |

## Menu & Bar Selection Policies

Our standard menu is offered for parties of 25 guests or less.

Parties of 26 or more are required to select a custom menu from our Banquet Menus. A custom menu may be created for parties less than 26 guests if preferred. Menu selections are to be submitted **2 weeks prior to the event**. Menu selections submitted less than 2 weeks prior are subject to availability. There is a 20-piece minimum when ordering appetizers and desserts. We recommend ordering 1-2 pieces per guest.

Our chefs begin food preparation 1-3 days prior to private events. Due to distributor schedules it is difficult to add to menus 2-3 days before or on the day of your event. You are encouraged to order for your maximum number of attendees so there is enough food and beverages for everyone.

Guaranteed guest counts are to be submitted **1 week prior to event**. Food quantities may be edited up to 1 week prior to the event. If the guest count decreases within 7 days or less of scheduled event, a food and beverage charge will be applied for compensation of over prepped food. If less than the guaranteed number of guests attends the event, the guaranteed number will be applied to the bill. If additional guests arrive for the event, we will do our best to accommodate them.

All events are to specify selections of bar via the Private Events Beverage Menu which offers a variety of custom options. Limited/open and custom bar menus are available. Bringing in own wine is allowed at a **\$15.00** corking fee per bottle. In room bar service is also available for bringing own wine.

Outside desserts are allowed. There is a \$1 charge per guest for bringing in outside desserts, this will be added to the final bill.

## Private Event Extras

### Audio Visual needs

– Projector Screen	\$25.00
– Podium w/ microphone	\$25.00
– Main Street 50" Television w/ HDMI hookup	included in minimum
– LCD projector	\$50.00

**Linens** \*not included in minimums but are available to rent. Linens must be ordered 2 weeks prior to event.

– Black	\$5.00
– White	\$5.00
– Color	Pricing May Vary – contact Private Event Manager