

## PAYMENTS

### **Is there a room rental fee associated with booking a private party space?**

We do not charge a room rental fee to book a private party space\*. Hosts are simply required to commit to the agreed-upon spending minimum.

### **How is payment handled at the event?**

The payment will be handled at the conclusion of the event. We do not charge anything prior to the event date.

### **Is there a deposit required to book a private party space?**

While we do not require a deposit to book a private party space, a digital contract must be signed to secure a specific date. Parties must meet the agreed-upon spending minimum at the conclusion of their party. Any damages incurred during the party will be charged to the host and the host will be notified of any charges. A \$100 cancellation fee will be applied if we are not given a 14-day notice of cancellation. A \$300 no-show fee will be applied if the entire party fails to show up without cancelling first.

### **How is the gratuity handled?**

Gratuity is not automatically included for any event. Upon payment, we suggest leaving a 20% gratuity for the staff who worked the event. The gratuity will be divided equitably among the staff.

## SPENDING MINIMUM

### **What happens if my group does not reach the spending minimum?**

If a group does not meet the spending minimum requirement, the host will be responsible for paying the remaining balance. The balance can be paid outright or by purchasing products, such as bottles of wine, to take home.

### **If I'm hosting my event at a bar that has both food and beverages, do I have to order food AND drinks for my event?**

There is no requirement to order both food and beverages for your event. The spending minimum may be met with food or beverages, or both. Some bars do not offer food. Outside catering cannot be applied to a spending minimum.

### **Does the spending minimum have to be reached on one credit card, or will my guests' individual tabs go toward the spending minimum?**

All orders, whether on a group tab or individual tabs, will go toward the spending minimum.

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## DURING THE EVENT

### **What if we run out of food during our event?**

Depending on the location, you may be able to order more food during the event. This is dependent on the kitchen's ability to accommodate the food requested, as some food items are ordered and prepared just for pre-ordered catering requests.

### **Can we stay later than our agreed-upon timeframe?**

Keeping the reserved space private past your event timeframe is up to the discretion of the manager working on-site during your event. While your event may end, we do not require that you exit the venue entirely – you're welcome to move your group to the public area of the bar/restaurant to continue the fun!

### **Who should I contact if I have any last minute questions/changes?**

Please contact the private events coordinator, Kelly Allen, with any changes or questions. She is available Monday - Friday from 9am - 5pm. If your event falls on a day or time when Kelly is out of the office, please contact the bar directly for any last-minute emergencies and questions.

### **Who will be my on-site contact?**

A 4EG manager will be your on-site contact. The management staff is aware of all of your event details and will be anticipating your group's arrival on the day of the event. The manager will be available to assist with any needs throughout your event.

### **How long can I book the private party space?**

We typically book private events for 3-hour intervals. Some locations offer 4-hour party intervals. Any time beyond the agreed-upon timeframe will be subject to an increased spending minimum.

\*= subject to change

