



Thank you for contacting us about your upcoming event. We appreciate the opportunity to serve you and your guests. We have a few different options for large groups that vary in specifics based on the number in your group, day of week, time of day and style of event you are looking to host. Below are the basics of each style of event, including guest counts, food minimums and spaces available for large groups.

**Luncheon:**

Our rooftop is closed for business Monday – Friday from 10:30-3pm but we do offer seated and standing reception style events during these hours. There are no minimums for these events and a prix fixed menu is not required but suggested for groups over 20. An additional staffing fee of \$80 per staff member or 20% of the final total whichever is greater will be added to either style of event. The number of staff members needed is determined by the size of your group, style of event, and bar options you choose. A final head count is required for standing receptions 72 hours prior and 48 hours prior for seated lunches. This number will be used for the bill of any per person food cost.

**Standing Reception:**

We offer standing reception style events in “the point” of the rooftop and at the high top tables near the rooftop bar. Sunday-Thursday nights for up to 50 guests and Friday- Saturday nights for up to 30 guests. These events have a food minimum of \$17.50, food is pre-selected from our catering menu and must be paid on one bill. An additional weekend fee of \$5 per person is added to events on Friday and Saturday nights. There is no beverage minimum so you may choose to host beer and wine, a full bar or leave the bar as a cash bar for your guest pay on their own. The decision on how the bar charges are handled will affect what space is the best fit for your group. To guarantee an exact start time, we ask that events start at or before 6:30pm. You may choose to start your event later but there may be a small wait while we reset the area from the previous guest. A final head count is required 72 hours prior and will be used in bill the final per person food cost.

**Seated Dinner:**

We offer standard dining room reservations for seated dinners 7 nights a week for up to 20 guests which require no minimums or special menus. Payment options are flexible so you may choose to host your group or have individual checks. We do require 75% of your party to be present before we seat you. If you would like to take advantage of our rooftop you may gather up there before or after your reservation. If there are more than 20 guests in your party, please speak with a manager and availability will be determined on a case by case basis. Space for large groups is very limited in our dining room so please call early to insure the time and date you are requesting. Please note that we require 75% of your group to be present at the time of seating. We allow a 15-minute leeway and at that time will seat you with the number of guest present at that time and relinquish the remaining seats for other guests. If you are celebrating a special occasion, we offer a complimentary dessert for the guest of honor. Should you choose to bring in an outside dessert to celebrate we do have a dessert fee of \$1 per person with a \$10 minimum.

We do not take standard reservations for the rooftop but offer seated dinner contracts Sunday – Thursday for up to 24 guests. Contracts require the use of our \$33 per person prix fixed dinner menu (with the addition of any a la carte purchases, such as beverages or desserts, tax, and gratuity). In most cases payment for seated dinner contracts may be paid one bill or split into individual checks. Again, there are no beverage minimums so you may choose to host your group or have them pay on their own. This option is not available on Friday or Saturday nights. If there are more than 24 guests in your party, please speak with a manager and availability will be determined on a case by case basis. To guarantee an exact start time, we ask that events start at or before 6:30pm. You may choose to start your event later but there may be a small wait while we reset the area from the previous guest. A final head count is required 24 hours prior to the event, if 75% of your final head count does not show the day of your event you will be subject to a no-show fee of \$20 per person.

#### **Rooftop Seated Brunch:**

We offer seated brunch contracts on the rooftop for up to 24 guests on Saturday and Sunday. Contracts require the use of our \$17.50 prix fixed brunch menu (with the addition of any a la carte purchases, such as beverages or desserts, tax, and gratuity). In most cases payment for seated brunch contracts may be paid one bill or split into individual checks. Again, there are no beverage minimums so you may choose to host your group or have them pay on their own. If there are more than 24 guests in your party, please speak with a manager and availability will be determined on a case by case basis. To guarantee an exact start time, we ask that events start at or before 11:00am. You may choose to start your event later but there may be a small wait while we reset the area from the previous guest. A final head count is required 24 hours prior to the event, if 75% of your final head count does not show the day of your event you will be subject to a no-show fee of \$10 per person.

#### **Standing Reception Style Brunch:**

We offer standing reception style events in “the point” of the rooftop and at the high top tables near the rooftop bar Saturday and Sunday during brunch for up to 30 guests. These events have a food minimum of \$17.50, food is pre-selected from our catering menu and must be paid on one bill. There is no beverage minimum so you may choose to host beer and wine, a full bar or leave the bar as a cash bar for your guest pay on their own. The decision on how the bar charges are handled will affect what space is the best fit for your group. To guarantee an exact start time, we ask that events start at or before 11:00am. You may choose to start your event later but there may be a small wait while we reset the area from the previous guest. A final head count is required 72 hours prior and will be used in bill the final per person food cost.

**Non Contract Parties:** If you want something more casual such as a “drop in and out” happy hour event with no minimums to meet, you may utilize the downstairs bar and bar rail, lounge seating around the fire place or high top tables near the rooftop bar. Since the areas are all first come first served and no space is reserved for your group, arriving early is important to ensure you have the space you need.

#### **Terms and Conditions:**

**\*\*Because of the unpredictability of outdoor and especially roof top seating we allow for cancelations up to 24 hours prior to the event due to weather concerns. We do not offer an indoor back up location in the case of inclement weather.**

**\*\*For Standing Receptions, a final head count is required 72 hours prior to your event. This will be the head count used for billing the per person food cost the day of your event. Cancelations are also required 72 hours prior to the event. If you cancel outside of this time frame you will be billed for the food that was ordered.**

**\*\*For Seated Dinners, a final head count is required 24 hours prior to your event. If less than 75% of your final head count show You are welcome to bring in your own dessert, however, like a wine corkage fee, desserts brought in will be subject to a \$1 per person dessert fee (minimum \$10).**

**\*\*All contracts, standing or seated, are subject to 7% tax and 20% gratuity**

**\*\*A credit card must be put on file to finalize your contract. No charges will be made to the card prior to the event. In the case that you do not cancel within 72hrs, 24hrs for weather, your card will be billed for the food that was ordered.**