

**Date of Event:** \_\_\_\_\_

**Time:** \_\_\_\_\_ **# of Guests:** \_\_\_\_\_

## Dinner Private Dining Room Policies

If you would like to offer your guests a choice, we are proud to offer our full menu to groups of 15 and under. For groups over 15, we require the use of pre-selected menu. If you choose to offer a pre-selected menu to your guests, we require that you offer no more than 5 entree items plus desired appetizers and dessert. Hazelwood Food and Drink will print customized menus for your event at no cost.

**Room Reservations:** Reservations are confirmed with your signed copy of this Policy Agreement. You may HOLD the room for a maximum of two weeks. There is no deposit required to book our event room.

**Minimums:** Food and beverage minimums apply.

Dinner minimums are \$2,500.00 Sunday -Thursday night and \$5,000.00 Friday-Saturday night when available.

Lunch minimums are \$800.00 Monday-Friday.

All minimums are before tax and gratuity. **If your minimum is not met, a room charge will be added to bring the total up to the above minimum.**

**AV Rental:** We offer Audio and Visual accommodations upon request. There will be a \$50.00 AV charge.

**Payments:** Payment is due upon completion of your event. Sales tax of 7.525% will be added to all food and 9.775% to all alcohol. **A 20% gratuity is added to all events.** If you need to be invoiced after your event, please contact our Event Coordinator at [events@hazelwoodfd.com](mailto:events@hazelwoodfd.com).

**Cancellations:** Cancellations made less than **7 days prior to your event will be subject to a \$300 charge.**

**Credit Cards:** We require that a credit card is placed on file in order to secure your room rental. This credit card does not need to be the one used for payment the day of your event. But may be used if any cancelation fee applies.

**Guarantee:** A guarantee of the number of guests attending your event, along with the final menu selections is required **72 hours prior to your event.** Hazelwood Food and Drink reserves the right to substitute a reservation in our main dining room should your projected attendance fall below the original estimate.

**Children:** All children MUST always have adult supervision.

**Alcohol Service:** A full bar is available for certain events. **State Law requires that no minors can purchase, obtain from others, possess, or consume alcohol.** Your guests must show valid proof of age to be served alcohol. We reserve the right to refuse service of alcohol to anyone showing obvious signs intoxication.

**Food Regulations:** Outside food and beverage is **NOT** permitted, apart from cakes or desserts from a licensed commercial bakery. **A \$1.50 per person cake fee applies to all desserts not purchased through Hazelwood Food and Drink.**

**Number of Guests:** Our room capacity is 30 for a sit-down dinner and 35 for a mingle or cocktail party

**Decorations:** Decorations are encouraged. Hazelwood Food and Drink has black or white linens and simple center pieces available at no cost. We request **NO** glitter or confetti to be used. Please do not affix any items to the walls without prior approval. The use of nails tacks and screws are not permitted. Low adhesive tape and 3M products are allowed. Damage deemed excessive may incur an additional charge.

**Parking:** Parking is first come first serve for all guests, there is a parking ramp for additional parking. Do not park in restricted areas. **Please respect our neighboring businesses and their signage.**

**Liability:** Hazelwood Food and Drink will **NOT** assume any responsibility for damage or loss of any merchandise, personal items, or vehicles before, during or after an event.

**Special Requests:** Should your event require any additional tables, chairs, specialty linens, etc., Hazelwood Food and Drink reserves the right to rent these items. The cost of their rentals will be added to your final bill.

***By signing this agreement, you acknowledge that you have read and understand the above policies for using the event space at Hazelwood Food and Drink***

**Guest Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

