



EVENT INFORMATION AND CONDITIONS

EVENTS DURING BUSINESS HOURS **(Available Monday thru Saturday ONLY!)**

We have three semi-private rooms available:

Wheat Room	10 to 15 guests
Fireside Room	16 to 18 guests
Bleu Room	19 to 30 guests

Room Fees/Guaranteed Food and Beverage Minimums:

	Room Fees	F&B Minimums
Wheat Room	\$60.00 + tax	\$225.00
Fireside Room	\$70.00 + tax	\$285.00
Bleu Room	\$85.00 + tax	\$450.00

Room Fees Include:

- Private room w/set-up
- 1st two hours **
- Dessert plates & forks (self-cut)
- Personalized menus without prices for the guest of honor
(We ask you to choose 5 -7 items from our daily menu that we will print on appropriate themed paper without prices)
- ** Any additional hour or part thereof is the same as the booking fee per hour

Setup & Take Down

Setup: Rooms are available 15 minutes prior to event during business hours. House and garden parties after hours the setup time is to be determined

Take down: Any personal decorations need to be removed within a 1/2 hour of the end of events during business hours and within one hour for House and Garden parties held after hours.

Decorations

Indoor: No tape on wallpaper, walls or woodwork. No confetti, rice, etc
All decorations should be freestanding.

Outdoor: No items on the lawn. Special care needed for the historic garden and all decorations need to be approved

Additional Fees

- Cake cutting \$1.00 per person
- Corkage \$12.00 per bottle, or 1/2 case of beer
- Rental Fee's applicable for additional items such as stemware, linens, heat lamps, special chairs, etc.
- Events scheduled for non-operating days, afternoons or evenings subject to additional fees.
- Carafes of fresh apple or orange juice \$14.00
- 9% sales tax will be applied to total food & beverage charges.
- 9% sales tax on the room, house or garden rental fee.

Room Fee

- Applicable room, house or garden fees needed to secure event date must be secured with a credit card.
- **Room Fee is non-refundable.**
- If the booking needs to be cancelled, the room fee amount can be used for future bookings.

PRIVATE PARTY DURING BUSINESS HOURS CONTRACT

Date of Event _____

Type of Event _____

Time _____

Event for _____

Room _____

Deposit _____

Number of Guests _____

Taken By: _____

Reserving Party _____

Phone # _____

Address _____

I have read and accept the information and conditions for events at
alana's café

1020 Main Street, Redwood City, CA 94063 (650)366-1498

Signature _____ Date _____

CREDIT CARD AUTHORIZATION (check applicable line)

Deposit amount is the charge for the room plus sales tax

I authorize Alana's café to charge my credit card in the amount indicated as a
Non-refundable deposit for my event.

I have given Alana's a check in the amount indicated as a non-refundable deposit
for my event. Check # _____ Amount \$ _____

I authorize alana's café to charge my credit card for the balance due following the
event.

Name as it appears on the Credit Card _____

Card # _____ Expires on _____

Signature of Cardholder _____