



## EVENT INFORMATION AND CONDITIONS

### EVENTS DURING BUSINESS HOURS

We have three semi-private rooms available:

Wheat Room	up to 15 guests
Fireside Room	up to 18 guests
Bleu Room	up to 30 guests

### Room Fees/Guaranteed Food and Beverage Minimums:

	Room Fees	F&B Minimums
Wheat Room	\$50.00+tax	\$160.00
Fireside Room	\$60.00+tax	\$200.00
Bleu Room	\$75.00+tax	\$320.00

#### Room Fees Include:

- Private room w/set-up
- 1<sup>st</sup> two hours \*\*
- Dessert plates & forks (self-cut)
- Personalized menus
- \*\* Additional hours are 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
- 18% gratuity and 9.25% sales tax will be applied to total food & beverage charges.
- 9.25% sales tax on the room, house or garden rental fee.

### Deposit

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

## Contract

Date of Event \_\_\_\_\_ Type of Event \_\_\_\_\_

Time \_\_\_\_\_ Color or Theme \_\_\_\_\_

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 9.25% 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 \_\_\_\_\_