

# **EVENT INFORMATION AND CONDITIONS**

## **PRIVATE EVENTS - OUTSIDE OF BUSINESS HOURS**

### **Capacity and House\Garden Fees:**

<b>House</b>	up to 75 guests (seated) Up to 100 guests (standing)	\$250.00 + tax
<b>Garden</b>	up to 100+ guests	\$250.00 + tax

### **Booking Fee Includes:**

- Full use of garden and or house
- Personalized menus
- Bar set-up
- Hours to be determined
- Café glassware, wine glasses, salad/dessert/entrée plates and utensils for up to 50 people
- Use of three chaffing dishes

### **Price Quotes:**

We work with each client individually to provide itemized pricing based on menu, number of guests and event details.

### **Service Staff:**

We staff your event according to the demands of the menu and the timing of the Style of service desired. We recommend one server per 12 guests for a sit-down meal and one server for every 25 guests for a buffet. We can provide Kitchen Staff, Waiters, Bus persons and Cleanup Crew.

### **Hourly Rate:**

Our hourly rate is \$20.00 for our Service Staff and \$30.00 for Kitchen/Chef Staff. all payroll taxes and insurance charges are included.

We bill for all Service Staff from the time they check in on event day until they leave the event. We bill double time on National Holidays.

### **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 ½ 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.

## Alcohol

We have a beer and wine license. Bring your own and the corkage fee is \$12.00 per wine bottle, and/or 1/2 case of beer.

We do not have a full liquor license; therefore you may bring in your own Alcohol and mixers, bartender may be needed at additional fee.

An insurance bond is required for this service.

## Additional Fees

- Cake cutting \$1.00 per person
- Corkage \$12.00 per bottle, or 1/2 case 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.
- If a change from the original room or garden setup is requested on the day of the event a labor charge of up to \$100.00 will be added on.
- 18% gratuity and 8.25% sales tax will be applied to total food & beverage charges.
- 8.25% sales tax on the room, house or garden rental fee
- **Set-up, decorating, and consultation fees may apply.**

## Deposit

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

## Guarantee & Payment

- \* Guarantee of guest count is required six days prior to event.
- \* For events over \$1000.00 a pre-payment of 50% of the estimated cost is due six days prior to the event. At the conclusion of the event, the remaining balance will be due and payable.
- \* If no guarantee is given, alana's café will prepare and charge for the number estimated on the contract

## **Cancellation**

If the event is cancelled, the following cancellation charges will be assessed

- 3-6 days prior to event – 50% of total estimated costs
- 1-3 days prior to event – 75% of total estimated costs
- Day of event -----100% of total estimated costs

## **General Information**

- The reserving party is responsible for conduct of guests and any damage or loss that may occur before, during and after event
- Additional insurance bonding may be required of the reserving party
- Speakers are throughout the house and garden for either alana's café music selection or the reserving parties personal collection
- Tenting the garden and outdoor dance floor requires a consultation from rental company for quote
- alana's café assumes no responsibility for damage or loss of equipment or articles before, during or after event
- alana's café will provide all food and non-alcoholic beverages with the exception of birthday, wedding and special event desserts
- **All policies & prices are subject to change**

# CONTRACT

Date of Event \_\_\_\_\_ Time \_\_\_\_\_

Type of Event \_\_\_\_\_ Event for \_\_\_\_\_

Number of Guests \_\_\_\_\_ Area for Event \_\_\_\_\_

Responsible Party \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Work # \_\_\_\_\_

Cell # \_\_\_\_\_

Confirmed on \_\_\_\_\_ By \_\_\_\_\_

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 house/garden plus 8.25% 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.

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name as it appears on the Credit Card \_\_\_\_\_

Signature of Cardholder \_\_\_\_\_