

Name: _____

Date of Event: _____

Time: _____ # of Guests: _____

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 20 and under. For groups over 20, we require the use of pre-selected menu.

If you choose to offer a pre-selected menu to your guests, we require you offer no more than 5 entree items plus desired appetizers, starters, and dessert. Tavern 4&5 will print customized menus for your event at no cost. Menu selections must be confirmed 72 hours prior to date and time of event.

Number of Guests: Our room capacity is 40 for a sit-down event and 55 for a mingle or cocktail party.

Room Reservations: Reservations are confirmed with your signed copy of this Policy Agreement. You may HOLD the room for a maximum of one week. There is no deposit required to book our event room. Events are booked from 2 hours up to 4 hour increments.

Minimums: Food and beverage minimums apply.

Dinner minimums are \$1,250 Sunday - Tuesday, \$2,750 Wednesday and Thursday starting at 4 pm.

****We do not rent space Friday or Saturday evenings.**

Lunch minimum is \$825.00 Monday-Friday 11am -4pm. **No bookings available Saturday and Sunday during brunch.**

Breakfast minimum is \$550 Monday-Friday 8am-11am

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. Gift card purchases cannot be applied to meet the minimum.

AV Rental: We offer Audio and Visual accommodations upon request with no additional 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@tavern4and5.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 cancellation 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.** Tavern 4&5 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 of intoxication. **Per the State of Minnesota, any bottled wine that is purchased on site must be opened, sealed, and bagged before leaving the establishment.**

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 Tavern 4&5. Health Department regulations and insurance standards prohibit us from allowing guests to take home extra food.**

Number of Guests: Our room capacity is 40 for a sit-down dinner or 50 for a cocktail party

Decorations: Decorations are encouraged. Tavern 4&5 has black or white linens 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.

Do not park in restricted areas. **Please respect our neighboring businesses and their signage.**

Liability: Tavern 4&5 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., Tavern 4&5 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 Tavern 4&5.

Guest Signature: _____ **Date:** _____

