

La COLOMBE[™] CATERED EVENT POLICIES

Space:	Availability:	Capacity:
Dining Lounge + Chef's Table	Mon-Thurs: 5pm-11pm Friday: 5pm-12am Saturday: 5pm-12am Sunday: 5pm-11pm	Seated/Standing: 55 Guests
Entire Café	Sun-Thurs: 7pm-11pm Fri & Sat: 8pm-12am	Seated: 104 Guests* <small>*Additional seating of up to 21 seats may be provided at the expense of event flow</small> Seated/Standing: 150 Guests

Early Closure:

- Friday/Saturday: You may pay a flat rate fee of \$1K to start your event at 7pm or \$1.5K to start at 6:30pm. We are unable to start events before 6:30pm
- Sunday-Thursday: You may pay a flat rate fee of \$500 to start your event at 6:30pm. We are unable to start events before 6:30pm

Minimums:

- Food & beverage minimums are set by section:
 - **Entire Café:** \$10K
 - **Dining Lounge + Chef's Table:** \$5K

Any gap between the minimum and the catering order will be added to the bill as a hosting fee.

- Staffing, rentals, and any other service charges do not count toward the food & beverage minimum.

Staffing:

- Staffing requirements are dependent on the number of guests attending the event and the type of event services provided.
- Additional hours will be billed for the set-up & break-down of each event

Set-up/Break-down:

- Event hosts & vendors can begin set-up 1-1.5 hours before the start of the event.
- Clean-up (by La Colombe staff) will begin 30 minutes prior to the end of the event. Clean-up time can be expected to take 1-1.5 hours after the event ends.

Rentals:

- Any additional seating, party equipment, or A/V rentals must be facilitated by our event coordinator, unless otherwise approved.
- All rentals will be charged to the host.
- Requests for rentals must be submitted at least 3 weeks prior to the event in order to ensure availability.
- A glassware rental is required for all events. Pricing for this rental depends on the number of guests attending the event.

Confirmed Guest Attendance:

- A final guest headcount is due at least 3 weeks prior to the event date.
- The final event invoice cannot be changed to reflect a new headcount after the 3 week mark.

Bar/Alcohol:

- We do not permit guests to bring in their own liquor.
- All drink menu submissions & special requests must be finalized at least 3 weeks prior to the event, in order to guarantee enough drinks for the event.
- For alcohol consumption regulation purposes, we do not permit our bartenders to serve shots of liquor to guests.
- To remain in compliance with liquor safety regulations, we are required to cease the service of alcohol 15 minutes prior to the end of every event.

Outside Vendors/DJs:

- Vendors are required to set-up and break-down within a designated 1-1.5 hour time frame, unless otherwise pre-approved by the event coordinator.
- Hosts are responsible for all affiliated vendors. Any damages or other qualifying deductions incurred by vendors will fall under the responsibility of the host(s).
- DJs are required to keep their music volume at an acceptable level, as determined by the manager onsite during the event.
- A/V, lighting, and any other equipment requiring outlets/power sources must be preapproved by the event coordinator.

- For safety purposes, we reserve the right to ask that any equipment be removed from power sources, if necessary.
 - We ask that vendors not consume alcoholic beverages, so that they are able to perform their jobs in a safe and professional manner.
 - Any vendors that refuse to comply with our policies, will be asked to leave the premise.
-

Billing/Deposits:

- A flat rate of \$250 is required to secure the event reservation. This deposit will be applied to the final event balance.
- EVENTS OF 55 PEOPLE OR FEWER (based on estimated headcount): If the host decides to cancel the event, this flat rate deposit is refundable up to 2 months prior to the event date. Changes to the event date must be submitted 2 months before the initial proposed date. A fee equaling 10% of the event total will be charged if a host wishes to change their date after this 2 month cut-off point. Replacement dates cannot be guaranteed, in the case of a scheduling conflict.
- EVENTS OF 55 PEOPLE OR MORE (based on estimated headcount): If the host decides to cancel the event, this flat rate deposit is refundable up to 3 months prior to the event date. Changes to the event date must be submitted 3 months before the initial proposed date. A fee equaling 10% of the event total will be charged if a host wishes to change their date after this 3 month cut-off point. Replacement dates cannot be guaranteed, in the case of a scheduling conflict.
- 25% of the invoice amount is due 2 weeks prior to the event, in order for the event to proceed. This deposit is non-refundable.
- The total balance of the event should be paid in full before the end of the event date unless otherwise approved by the event coordinator.