

Le COLOMBE CATERED EVENT POLICIES

Space:	Availability:	Capacity:
Chef's Table	Mon-Thurs: 9am-11pm Friday: 9am-12am Saturday: 4pm-12am Sunday: 4pm-11pm	Seated: 20 Guests Seated/Standing: 25 Guests
Dining Lounge + Chef's Table	Mon-Thurs: 5pm-11pm Friday: 5pm-12am Saturday: 5pm-12am Sunday: 5pm-11pm	Seated: 60 Guests Seated/Standing: 70 Guests
Entire Café	Sun-Thurs: 7pm-11pm Fri & Sat: 9pm-12am	Seated: 125 Guests Seated/Standing: 150 Guests

Early Closure:

- Arrangements can be made to close the café early, for an event that requires the entire café.
- To start an event 1 hour before our regular café closing time, the event must meet a food & beverage minimum of \$10K.
- An event can start 2 hours before our regular café closing time, for a flat rate charge of \$1K.
- At least 1-month-notice is required for any early closure of the café.

Minimums:

- Food & beverage minimums are set by section:
 - **Entire Café:** \$10K
 - **Dining Lounge + Chef's Table:** \$2K
 - **Chef's Table:** \$500 for every 4 hours (an additional \$500 after the first 4 hours)
- 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*.

**Ex: an event from 6pm-9pm will be billed as 5pm-10pm, if 1 hour of set-up & break-down is required. Set-up & break-down times vary depending on the nature of the event.*

- An additional 1 hour of staffing will be billed for each staff member, if a host wishes to move any of the large tables in the café.

Set-up/Break-down:

- Event hosts & vendors can begin set-up 1-1.5 hours before the start of the event.
- For events that require the entire café, there will be a 30-60 minute grace period between the closing of the café and the start of the event*.

**Ex: if the event starts at 7pm on a Thursday, we will close the café at 6-6:30pm to ensure a smooth transition*

- For events that require only a portion of the café, these sections of the café will be reserved, at least, 1 hour and 30 minutes prior to 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 events with 75 or more guests. 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:

- A bartender will be stationed at the bar for events. 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.
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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.
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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 50 PEOPLE OR FEWER (based on estimated headcount): If the host decides to cancel the event, this flat rate deposit is refundable up to 21 days prior to the event date. Changes to the event date must be submitted 21 days 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 21 day cut-off point. Replacement dates cannot be guaranteed, in the case of a scheduling conflict.
- EVENTS OF 50 PEOPLE OR MORE (based on estimated headcount): If the host decides to cancel the event, this flat rate deposit is refundable up to 1 month prior to the event date. Changes to the event date must be submitted 1 month 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 1 month cut-off point. Replacement dates cannot be guaranteed, in the case of a scheduling conflict.
- 25% of the invoice amount is due at least 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.