

Venue Booking Information Sheet

We'd LOVE to host you! Questions & Reservations Call 636.422.1122

More info may be found at MilkandHoneyStore.com or Email Event Coordinator Mandi@milkandhoneystore.com

Booking Fee: Your \$50 booking fee reserves date/time in event room. If Milk and Honey must cancel due to any unforeseen event- you will receive a full refund. Cancellations for any other reason cannot be refunded as we hold this space for your party and book staff in advance.

Minimum*: \$250 Per Hour Minimum \$500 per hour minimum after regular boutique/wine bar hours. Our regular hours are Monday, Tuesday, Wednesday 10a-6p and Thursday, Friday, Saturday 10a-8p. Closed every Sunday. No availability on Sunday.

Set up: You may set up 1 hour before your event and no later than 30 minutes prior. The space is yours to decorate- tables & windows too! Remember to **BRING** materials such as **Tape, Scissors, Cake Knife, Table Cloths, Decorations** etc. if needed, we do not have those things on hand. We provide a gift mantle and buffet table! Please do not move any of our retail décor merchandise into or out of the event room. Please no candles.

Table & Seating: We will make sure our tables and chairs are sufficient for your event. Please provide your own table cloths if so desired. We can reserve tables on the patio if it is a nice day as the event room opens onto the patio- We do not reserve the patio alone as we cannot predict the weather. We cannot reserve the entire patio during regular open hours. Event room can seat 50. Over 50 we will need to verify a seating chart with you for your approval prior to event. Our low white round event tables are 4' in diameter and seat 5 comfortably. Our high-top bistro round tables seat 4 comfortably and are 3' in diameter. Please see our Website milkandhoneystore.com for photos.

Food: You are invited to bring food in for your event- make your own or cater! You may store food in advance of your party such as cake. We have a built-in Buffet Table in the Event Room. You MUST let us know in advance if the caterer will require our kitchen.

Drink: M+H will provide all beverages for your event. We feature a beer and wine bar with rotating non-alcoholic options.

Tabs: Drinking tab procedures will be decided before your event. With over 20 guests, you must all be on one drink tab (all shoppers will be separate). The one tab may be paid by several people if you so desire!

Drink Tips: 20% of your drink bill (not merchandise) must be added as a tip.

***Minimum Example:** We do not charge a flat fee to rent our event room; one will not be added to your bill. We use a minimum. All boutique merchandise and drink purchases made by you AND any of your event attendees count toward the minimum you must spend. If your event is 2 hours long during regular store hours, the minimum you must spend is \$500 (\$250 x 2). If at the end of your 2 hours, your group has spent \$450 on drinks and shopping- your group will need to purchase \$50 more wine or merchandise. If you spend MORE than your minimum you will still be responsible to pay for all items be it drink or merchandise. There will be no "credits" against your bar tab. The booking fee to reserve your spot on our calendar will not be refunded or credited. Gift Certificates do not count toward minimum.