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**LARGE PARTY EVENT GUIDELINES 2022**

Thank you for your interest in hosting your large party event at Robin’s Restaurant. Robin’s is proud to offer fine food & a friendly, experienced staff, as well as a beautiful unique location to host your event. The following information is crucial to planning a successful event at Robin’s. Please review the following guidelines and contact our event coordinator with any questions or concerns: shelley@robinsrestaurant.com

Please note: that while these are guidelines, Robin’s will always try to accommodate any special requests and remain flexible as much as we can. These guidelines are currently for 2022 micro gatherings of 26 people or less and garden buyouts.

**SPACE**

The space for your event is in our lovely garden which is in bloom year round. The space has heaters & umbrellas for your comfort.

**COSTS**

A deposit of $250 is required to book your reservation. This deposit reserves your space for the arranged time & will be refunded back to you after your event. The cost of your event is largely dependent on your choices for the menu.

Party size of 11-18 will order off the menu & be charged for items ordered.

Party size from 19-26 will have a prearranged choice of 3 entrees plus appetizers, desserts, and any beverages of your choice. You will be charged for what you have pre-ordered.

Wedding receptions have a $350 site fee and are up to 3 hours.

Wedding ceremonies & receptions have a $500 site fee. Wedding ceremonies have up to 3 and ½ hours.

These costs include white or ivory linen, handling your cake & decorations & other arrangements you may need help with to pull off your event.

Additional costs that may be incurred include:

* $500/ half hour will be incurred for any stays past the time arranged for.
* 23% service charge which is shared between our culinary, service & administrative teams
* sales tax of 7.25%
* $20 per bottle corkage for wine brought in up to a 5 bottle max
* $3 pp dessert plate fee for desserts brought in. (Even cupcakes)

All of the above is subject to change at any time, please be patient with us

Thank you for your understanding 11/01/2021

**PARTY SIZE, RESRVATION TIMES**

Currently we are booking parties up to 26 people. These are non-private events meaning other parties will be seated in the same general space.

Party size from 10-18 will have a 2 hour booking, Booking times available for this size party can be at 4:30 or 7:30

Party size from 19-26 will have a 2.5 hour booking & may be booked at 4:30pm.

Your reservation time starts at the pre-arranged time that you’ve made. Any time over the reservation will result in an

additional charge: per half hour of time past your reservation. We encourage you to have all your guests arrive on time.

**FINAL COUNTS**

Final head count is expected 7 days prior to your event. You will be charged for the number in your final count regardless if some in your party do not show up.

If your party size increases at the time of the event we will do our best to accommodate them, but cannot guarantee that we can make this happen.

**BUYBOUT FOR 2022 WEDDINGS: 90 people max (including children and vendors)**

**FRIDAY, SATURDAY, SUNDAY: $15,000**

**WEDNESDAY, THURSDAY: $10,000**

**All-inclusive except for wedding cake, table florals, live music (NO D.J’s), photographer.**

**$500.00 Deposit required to hold the date and time. This will come off of your final bill.**

**Email shelley@robinsrestaurant for more details and available dates and times.**

**We will be hosting 2 private garden weddings a month. We can host more micro (non private up to 26 people) if we have the space, date and time.**

**PETS & CHILDREN**

**Pets are politely declined to be present at these large party events.**

Children are respectfully asked to not be allowed to run around the garden & **DEFINITELY MAY NOT** pick any of the plants or flowers in the garden.

**\*THANK YOU FOR THE CONSIDERATION OF OUR GUIDELINES & WE LOOK FORWARD TO SERVING YOU IN OUR LOVELY GARDEN.**