



## Private Event Policies

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### **LARGE PARTY RESERVATIONS**

Groups of 13 or more are considered a large party and are required to adhere to our private event policies.

### **ROOMS & CAPACITY**

The Nord Room (private dining) can seat up to 30 guests.  
The Wine Annex (semi-private dining) can seat up to 24 guests.

### **NORD ROOM DAYTIME**

To reserve the Nord Room during daytime hours (between 8am-4pm) a \$35.00 non-refundable booking fee is due at the time the reservation is made. The booking fee secures the reservation and helps with some administrative and set-up costs.

Reservations are not to exceed 3 hours on Saturday and Sundays.

There is a \$300.00 (pre-tax) food and beverage minimum required during daytime hours in the Nord. If the minimum is not met, a room rental charge for the difference will be added to the bill. Gift cards can not be purchased to supplement the difference should the minimum not be met.

Daytime parties are required to pre-order food and beverage from our catering menu. Menu items will be served buffet style. Table-side service is not available in the Nord during daytime hours at this time.

### **WINE ANNEX DAYTIME**

The Wine Annex is not available for daytime events on Saturdays or Sundays.

### **NORD ROOM & WINE ANNEX EVENING**

To reserve the Nord Room or Wine Annex during evening hours (after 4pm) a \$35.00 non-refundable booking fee is due at the time the reservation is made. The booking fee secures the reservation and helps with some administrative and set-up costs.

There is a \$400.00 (pre-tax) food and beverage minimum required during evening hours. If the minimum is not met, a room rental charge for the

difference will be added to the bill. Gift cards can not be purchased to supplement the difference should the minimum not be met.

Parties of 12 or less may order off the regular dinner menu. Parties of 13 or more are required to use a limited dinner menu. Limited menus are customized by the host and catering coordinator at least one week prior to the event.

Reservations are not to remain past 10 pm.

## **COME & GO PARTIES**

We would like you and your guests to have the best dining experience possible during your time with us. To do so, we ask that you keep your guest list in check with the room's capacity. While it's true that not all your guests may arrive at one time, we strongly advise against over-inviting. Exceeding the room's capacity is not only a violation of fire code, it often results in a stressful, awkward time for your server and your guests.

## **GUEST COUNT & MENU DUE DATES**

For staffing purposes your guest count is due 10 days before your scheduled event. We staff one server per every 20 guests for evening events in the Nord Room, which means parties of 20 or more will require two servers. Please note our gratuity policy below.

Finalized menus for both daytime and evening events are due 5 business days prior to the scheduled event date.

## **GRATUITY**

French Meadow reserves the right to add an automatic 20% gratuity to private events of 20 or less people. A 30% gratuity will be added for groups of 20-30 people.

## **SEPARATE CHECKS**

No separate checks for private events.

## **CANCELATIONS, LATE & NO-SHOW RESERVATIONS**

The \$35.00 booking fee is non-refundable. You may cancel your reservation 48 hours prior to your event date without receiving penalty. Any cancellations after 48 hours will be charged a \$100.00 cancellation fee. No shows will incur a \$200.00 no-show fee. We respect your time and hope that you respect ours too. If your party is more than 30 minutes late of the scheduled reservation time, your automatic gratuity will be increased by 20%.

## **SECURING YOUR RESERVATION**

These policies have been put in place to best accommodate our guests, wait staff and kitchen staff. By paying the \$35.00 booking fee you are confirming your reservation as well as agreeing to our current policies and any food and beverage minimums that apply.

Please note our policies are subject to change. Our policies may change between the date of your original inquiry and the date you actually book your event. You are responsible for upholding the policies that are in effect at the time your reservation is made with the 35.00 booking fee.