

# OLIVIA'S BISTRO

## Private Events

Thank you for considering Olivia's Bistro for your private dining event.

Olivia's Bistro serves Contemporary Italian cuisine. Our menus are crafted to appeal to a variety of appetites. Your event menu will be tailored to your needs including the beverage portion, which can be anything from open bar to personally selected bottles of wine. Olivia's Bistro is the perfect venue for showers, graduation, and birthday parties, mingle events or corporate gatherings. It is our goal to provide our guests with an excellent dining experience and we appreciate you giving us the opportunity to do so. If you have any questions, special requests or further clarifications, our private event coordinator will be happy to assist you.

## Private Event Policies

- Pricing will vary on level of booking
- Our bookings fall into 3 categories:

1. Reserved Dining Room:

Available Tuesday – Sunday 10am – 3pm

Sit-down dining, Personalized menu offered. Private space. Perfect for showers, graduations, birthdays

2. Reserved Bar Area

Available Sunday -Thursday 4pm – 8pm

Appetizers and Drinks in a semi-private space. Perfect for work gatherings, birthdays

3. Full Buyout:

Available Sunday – Thursday 10am – 11:30pm

Full use of entire dining space and includes bar area. Ideal for corporate dinners.

For smaller groups or groups that can't fit in the Full buyout category. Dining rooms are shared with regular customers, but your party is sectioned together

We do not hold restaurant buyout dates without the CC authorization and signed contract. Verbal or written confirmation of cancellation request must be received 2 weeks prior to the event from our event coordinator for an event to be considered cancelled. PLEASE NOTE THAT PARTIES BOOKED FOR DECEMBER MUST GIVE 3 WEEKS NOTICE TO CANCEL AN EVENT. Any cancellation with less than 2 weeks' notice (or 3 weeks for December parties) will be charged

- If cancellation occurs, you will be charged to the credit card on file: 14 days 50%, 5 days 100%. Charges will be based on your estimated food and beverage cost.
- Full payment is due at the conclusion of the event. Cash, Visa, Discover MC & AMEX accepted.
- Menu selections will be made with guidance from our coordinator, tailoring to your family and friends. Minor adjustments can be made up to 72 hours prior to the event by speaking directly with the private event coordinator. Any changes must be confirmed verbally with the coordinator before considered complete. Menu changes made within 72 hours are subject to availability. Most dietary needs can be accommodated with prior & proper notification. Severe allergies should be brought to the attention of our staff. Minute exposure is inevitable in an environment that may use regularly a product that creates a severe allergic reaction so please keep this in mind (i.e. severe gluten allergies).
- Each contract will have an established minimum headcount to secure a per person price. This number can be modified up to 5 days prior to the event. This modification MUST be confirmed with the event coordinator. You will be charged for the guaranteed guest count, or the number served, whichever is greater. In the event a guaranteed guest count is not provided by the date above, we will base our food and beverage purchases and prepare and charge for the anticipated number of attendees as noted above in this contract under the guarantee.
- Any specialty items (rental, flowers, entertainment, or any other outside vendors) shall be confirmed with our private event coordinator. Generally, we do not provide these items, but we would need to coordinate with the vendors.
- All food and beverage must be supplied, prepared, and served by Olivia's Bistro. No outside food or beverages may be brought to the event apart from desserts or per written agreement provided by the venue. In the event that food is approved by the venue to be supplied by a third party, the client and/or outside vendor assumes liability for those

products and services and will hold Olivia's Bistro and its subsidiaries harmless. The restaurant strictly adheres to state and federal laws pertaining to the sales and service of alcoholic beverage.

We reserve the right to view proper identification (photo ID) and to refuse alcoholic beverage service if the person is under the age of twenty-one (21) or proper identification cannot be produced. We reserve the right to refuse alcoholic beverage service to any person, who in the server's judgment, appears to be intoxicated. All decisions in this regard shall be final.

Raw meat and shellfish, or products not cooked to recommended internal temperatures, can increase your risk of illness. Consumers who are sensitive to food related reactions or illness should eat only thoroughly cooked meats, poultry, and seafood.

- No damages shall be due for a failure of performance occurring due to Acts of God, war, terrorist act, riots, disaster, strikes, or government regulation, any one of which make performance impossible. The restaurant shall have no liability for power disruption of any kind.

- Private Events are subject to six and one quarter percent (6.25%) Massachusetts sales tax, three quarter percent (.75%) local tax, 5% administration fee and 20% gratuity for service on your event total. The per person menu price does not include certain beverages, alcohol, or rentals (if necessary). Private use of the space imposes a minimum of \$1800.00.

Event Date:

Guest Headcount Estimate:

Client/Contact:

Guest Arrival Time:

Phone Number:

Email Address:

Name as it appears on card:

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Credit Card Number:

Expiration Date:

Security Code:

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#### Disclaimers

Olivia's Bistro is not responsible for lost or stolen articles. You hereby agree to indemnify and hold harmless Olivia's Bistro from and against all liabilities, claims, expenses, losses and damages (including reasonable attorney's fees and costs arising out of or related to your guests' negligence or willful acts, including but not limited to the destruction of property or bodily harm caused by the consumption of alcohol products.) This agreement will be governed by the laws in effect in the Commonwealth of Massachusetts without regard to its choice of law principals in the contrary.