



## **Private Event Contract**

### **Occupancy**

Elvie's is available for private (full restaurant rental) events on a contracted basis. Without adjustments, the restaurant accommodates up to 50 people seated including a banquette and custom furniture (plus 12 bar stools). Our team will work closely with you, or your event planner to coordinate the best setup of the room for your event. Food and beverage minimums apply to all private events and vary depending on the night of the week, time of the year, and size of the party. Minimums range from \$5,000-\$10,000 for private events. Any group that does not reach the specified food and beverage minimums will have the difference added to the bill for their event. Food and beverage minimums do not include sales tax or service charges. Decorating restrictions include no helium balloons, streamers, glitter, confetti, rice, flower petals, bubbles, etc. All candles must be enclosed – tea lights, votive or floating candles are allowed. Elvie's prohibits pillar and taper candles not enclosed in glass. The Event Director must approve all other décor plans. Failure to comply with these rules will result in a minimum \$250 cleanup/damage fee.

### **Current Pricing**

Here are the current minimum prices for an entire shift and full restaurant rental. Please note, these are just minimum prices, additional prices may apply depending on the menu selected. A 10% sales tax and 20% gratuity will be added to the final bill.

#### **Evenings:**

Sunday - Monday: \$5,000

Tuesday - Thursday: \$7,000

Friday - Saturday: \$9,000

#### **Days:**

Sunday - Monday: \$3,000

Tuesday - Friday: \$5,000

Saturday: \$7,000

One bill will be presented to the host, or to their designee, and must be paid in full at the conclusion of the function. In the event that the host elects to have a cash bar, the 20% service fee will be applied to the entire contracted food and beverage minimum. If you wish to pre-pay before the event, you may do so. There will also be a \$150/person labor charge as needed for back of house staff if the event is on a night the restaurant is normally closed.

### **Availability and Booking your Event**

Elvie's is available for brunch, lunch, dinner, cocktail parties or late night soirees! All events are booked on a first come, first serve basis and are only considered reserved once a fully executed contract has been received by Elvie's along with a credit card number and deposit to guarantee the reservation. Unfortunately, we are not able to hold dates without these requirements.

### **Room Set-Up and Vendors**

The restaurant will be accessible (2) hours prior to the event and (1) hour after the conclusion of the event for you to pick up and drop off décor, however, other events and normal service may be taking place up until the time your event begins, and after the conclusion of your event. Deliveries and pickups not made within the designated times may result in additional fees to the client. All outside vendors must supply their own carts, extension cords and any other equipment needed. All event equipment must be removed from Elvie's premises at the event conclusion. Clients should make arrangements in advance as to who will collect centerpieces or any other personal property. Elvie's is not responsible for any vendor equipment or personal property left on the premises. The event manager will determine the appropriate staffing, room set-up, space allocation/location according to the number of guests in the party, the occasion, and any other details discussed while booking.

### **Menu Selection and Final Guest Count**

We offer a variety of private event menus including three-course dinners, passed hors d'oeuvres, display platters and buffets. We also offer a full list of cocktails, wine and beer available for your event. Should you prefer a customized menu, our team would be happy to work with you to create that as well. All final menu selections must be made 14 days prior to the event. Please note, we will do our best to accommodate requests for additional food the day of the event, however, an additional service charge of \$30 per item will be applied to each menu addition ordered the day of the event. Final guests counts must be received 7 days prior to the event. You will be billed the guaranteed number, plus any additional meals served, or the specified food and beverage minimum, whichever is more. Menu selections and price are subject to change without prior notice. Contact the event planner or visit our website for the most current menus before making your final selections.

**Food and Beverage**

All food and beverage shall be supplied and prepared by Elvie’s as contracted. No client nor his/her guests may bring or remove any food or beverage from the event without prior written approval by Elvie’s. A custom menu will be printed by Elvie’s for all seated dinners. The cake-cutting fee is \$5 a person for all pastries brought in from an outside, licensed, commercial bakery. Due to health department regulations, no other food can be brought into the restaurant. Restaurant promotions are not valid during private events.

**Deposits**

A \$500 non-refundable event deposit and an event contract is required to confirm your reservation at Elvie’s. All events are booked on a first-come basis and we are not able to “hold” space until the contract and deposit have been received.

**Parking**

Complimentary parking is available on the streets surrounding the restaurant. There is a nearby parking garage connected to the Belhaven Building that will be available for guests attending the event as well as a parking lot next to the restaurant. Should you have any other questions regarding parking, please do not hesitate to contact one of our event coordinators.

**Cancellation Policy:**

The following fees will apply to those who cancel their event:  
0-4 days prior.....100% of food and beverage minimum  
5-10 days prior.....75% of food and beverage minimum  
10-14 days prior.....50% of food and beverage minimum

\_\_\_\_\_  
Guest Signature

\_\_\_\_\_  
Elvie’s Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date