

ADDITIONAL BOOKING INFORMATION

PRIVATE PARTY MENU

This menu is representative of what is typically available for private functions. If you would like an item or items not included in this menu, please give us adequate time and notice to procure or create it. We will provide everything to your taste, with few exceptions, in order to make your event an absolute success.

PRICING

None of the prices listed in this menu include sales tax or standard gratuity (20%) and are subject to change based on market price until a signed contract is delivered and deposit is paid.

GUARANTEED AND NUMBER OF GUESTS

The Wine Loft can typically host parties from 20 – 200 people. The Wine Loft requires that a final count be given to the sales contact person no later than 72 hours before your scheduled event. Note that most proposals are presented based on number of guests guaranteed, price is relative to that number, and adjustments to the original bid may be required if the number falls far below the original quoted guest count. If no final count is given, the Wine Loft will use the original expected number of guests as the guarantee.

PROPOSALS / CONTRACTS

All events must be confirmed via a written proposal and/or contract. The Event Coordinator will fax or email a completed proposal or contract to you within 48 hours of making arrangements. A signed agreement must be returned to hold the reservation for a period of 72 hours. A deposit of 25% is required to confirm.

DEPOSIT / PAYMENT

A 25% deposit in the form of check, cash, or credit card is required to confirm any function. The balance of the contract is due at the end of the event by cash or credit card. In the unusual circumstance that any balance is carried beyond the closing of the event, the balance will accrue a surcharge of 5% per week until the balance is paid in full.

CANCELLATION POLICY

If an event must be cancelled, at least 30 days' notice is required, or a cancellation fee will be charged. If the event is cancelled within 30 days, 50% of the deposit will be refunded. Within 72 hours of the event, the entire deposit will be forfeited. Due to the significant volume of events and increased demand for all of the days of December, any function confirmed from Thanksgiving through New Year's Day that is cancelled within 30 days of the event will forfeit the entire deposit.

VALET FEES

Valet service is available for a flat rate of \$150 per event.