THE BIRD & THE BREAD

PRIVATE EVENT CONTRACT

the elm room

The Bird & The Bread offer a variety of exclusive private dining menus. Please inquire about our current selections as menus are seasonal and subject to change. We ask that you ***finalize*** your menu & menu count at least 14 days prior to the event in order to guarantee availability of your selected menu items. Parties under 20 guests may select from our main dining menu; parties of 20 or more must pre-select one of our private menu packages and have and an accurate per meal, per guest count. Menu cards will be needed the day of the event for pre- selected meals. If you choose a combo plate, buffet, or one dish for all guests, only a final count is needed.

Guarantees and Payment Agreement

PRIVATE EVENT SPACE MINIMUM FOOD AND BEVERAGE SPEND REQUIREMENTS								
	LUNCH/BRUNCH RATES: OFF-PEAK/PEAK				DINNER/COCKTAIL RATES: OFF-PEAK/PEAK			
	MON-THU	FRI	SAT	SUN	MON-THU	FRI	SAT	SUN
ENZO	$250/500	$500/1000	$500/1000	$500/1000	$1,000/1,500	$1,500/2000	$2,000/2500	$1,000
BELLA	$750/1000	$1,000/1500	$1,000/1500	$1,000/1500	$2,000/2500	$3,000/3500	$4,000/4500	$2,000/3000
ELM	$1,000/1500	$2,000/2500	$2,000/2500/	$2,000/2500	$3,000/3500	$5,000/6000	$6,000/7000	$3,000/4000
* PEAK SEASON DENOTES THE MONTHS OF APRIL, MAY, SEPTEMBER, OCTOBER, & DECEMBER								
Additional semi-private party spaces including, THE STAVE CAVE, PATIO, and COMMUNITY TABLE are available in our main dining room.								

All charges are based on the guaranteed number of guests expected, or on the actual number of persons served, if greater than the guarantee. The Bird & The Bread reserves the right to change room assignments if the guaranteed number of guests drops below the minimum guaranteed number of guests or the food and beverage spend guarantee. Minimums may be subject to change and some exceptions may apply during busy seasons. In order to reserve a room, a credit card number, a signed contract, and a 25% down payment is required at the time of booking. The down payment is refundable only within 30 days of placing the booking. Events totaling over $5,000 are required to pay 50% of the projected total bill 90 days in advance of the event date, previous deposits count toward this amount and it is non-refundable. In the event that cancelation is necessary, please notify us at least 30 days prior to the event or an additional 25% penalty will apply. If a group fails to arrive for their event, the full estimated food and beverage bill will be charged to the credit card on file. Any group requesting tax exemptions must submit a signed tax-exempt certificate before the scheduled function.

Equipment and Rentals

Our private event coordinator can make arrangements for the rental of any required equipment, please ask about current pricing. The Bird &The Bread provides a combination of rectangle and round banquet tables, chairs, white tablecloths, food, and non-alcoholic beverages associated with all events; extra staffing, linens or equipment needed is subject to an up charge. With permission, we allow out-side cakes, iPods, lighting as well as musicians and DJ's on the condition that volume and music selections do not disrupt other guests. Cake service or outside food fee is available starting at $2.00 per person unless desserts are purchased through our pastry partner, Dessert Diva. We do not permit the affixing of anything to the walls, floors, and ceiling of rooms without expressed consent. Additional charges may apply for excessive cleaning or should additional room rearrangement be required. All décor and decorations must be removed at the end of the event. Any damage(s) incurred will be the responsibility of the Host/ Hostess of the event. The host is responsible for all AV/Speaker set-up and compatibility. Please arrive early to test equipment.

Trained Staff and House Rules

The Bird & The Bread provides trained servers, bartenders, and supervisors for all events. A service charge is added to all checks, which includes 20% service gratuity and a separate 8% House charge for all parties. House Charge includes Room Rental, basic candles, set up and break down of furniture, colored napkins, and black, white, or ivory linens. Events hosted during lunch/brunch hours are not subject to a 20% gratuity, but instead incur a $20 per server, per hour, labor charge necessitated for the event. This labor charge is tabulated from beginning of event set up to end of event break down. Additional charges may apply for a Banquet Supervisor or bartenders when necessary.

Service Hours

Brunch or lunch events may be scheduled Monday to Friday, 10:00 am to 1:00 pm. Evening events may be scheduled after 4:00 pm, Monday to Sunday. All bars close at 11:00 pm on weekdays, midnight on Friday/Saturday, and 9:00 pm on Sunday. If The Bird & The Bread staff is required for an event before the restaurant's regular opening time, or after the restaurant's regular closing time, fee of up to $100 per hour at lunch/brunch and up to $200 at dinner for additional labor costs. All regular lunch and dinner events are allotted a 3-hour slot, and weddings a 5-hour slot.

Federal and State Laws

All Federal, State and Local laws, with regard to food and beverage purchases and consumption, are strictly adhered to. We reserve the right to inspect and control all private parties, social events, and meetings being held on the premises. We do not permit alcoholic beverages or food from outside sources. Due to health regulations, we cannot permit food to be taken off of The Bird & The Bread's property without a waiver of liability signature. The host/hostess assumes all responsibilities for guest(s)' actions and liabilities that may occur.

This document is required to book all events. Please send to Events@TheBirdandTheBread.com or fax (248) 203-7771 (attn. Events Manager)

Host/Hostess Name_____Signature _____Today's Date_____

Email address:_____Phone # _____

Time of Event_____Date of Event_____Type of Event:_____Guest Count _____

Room:_____Special Notes:_____