

EST^D 2016

FITZGERALD'S

ON CATHEDRAL HILL

PRIVATE EVENT POLICES

THE ZELDA ROOM

OCCUPANCY

The Zelda Room at Fitzgerald's on Cathedral Hill is available for private (full room rental) events on a contracted basis. Without adjustments, the Zelda Room accommodates 70 guests seated including booths. For an additional fee, some of the current furniture (tables and chairs) can be removed to accommodate larger standing cocktail receptions up to 120 guests. The Event Coordinator will work closely with you to coordinate the best setup of the room for your event.

A furniture moving fee of \$50.00 will apply to any event in which furniture re-arranging or removal has been requested.

MINIMUMS

Food and beverage minimums apply to all events and vary depending on the night of the week, time of the year and size of the party. Minimums range from \$500-\$5,000 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 applicable tax, service charges, audio video rental fees, valet (outside vendor), or other incidental charges.

AVAILABILITY AND BOOKING YOUR EVENT

The Zelda Room 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 Fitzgerald's along with a credit card number/ deposit to guarantee the reservation. Unfortunately, we are not able to hold dates.

ROOM SET-UP AND VENDORS

The Zelda Room will only be reserved during the hours of your event. The facility 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. All outside vendors must supply their own carts, extension cords and any other equipment needed. All event equipment must be removed from Fitzgerald's premises at the event conclusion. Clients should make arrangements in advance as to who will collect centerpieces or any other personal property. Fitzgerald's is not responsible for any vendor equipment or personal property left on the premises.

The Event Coordinator 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.

DECORATING RESTRICTIONS

Glitter, confetti, rice, flower petals, bubbles, etc. are prohibited. All candles must be enclosed – tea lights, votive or floating candles are allowed. Fitzgerald's prohibits pillar and taper candles not enclosed in glass. The Event Coordinator must approve all other décor plans. Failure to comply with these rules will result in a minimum \$250 cleanup/damage fee.

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. To view private events menus, please visit [Http://fitzgeraldsstpaul.com](http://fitzgeraldsstpaul.com) You may also review our full list of cocktails, wine and beer available for your event. All alcohol is billed based on consumption.

For hosting beverage options and estimates, we can work with you to customize the best option. All beverages are billed on consumption, eliminating the guess work of estimating how much your guests will consume. Selecting specific items, for wine by the bottle or glass, beer bottles + tap, as well as our liquor selection are separated into price tiers easily allowing you to host cocktails/spirits and keep your budget in mind. Beverage limitations can be designated for selection and/or quantity.

All final menu selections must be made 10 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 3 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 Coordinator 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 Fitzgerald'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 PUBLIC kitchen + bar. A custom menu will be printed by Fitzgerald's for all seated dinners. The cake-cutting fee is \$3.50 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. A corkage fee of \$20 applies to any 750ml of wine and \$40 for a 1.5L bottle. Restaurant promotions are not valid during private events.

SERVICE CHARGES, SALES TAX AND PAYMENT

All food, beverage, service and audio-visual charges are subject to Minnesota State Tax (the current rate is 7.625% for food and 10.125% for alcohol). In addition, a 22% service fee will be added to all checks, of which 19% will go to the event staff as a gratuity.

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 host elects to have a cash bar, the 22% service fee will be applied to the entire contracted food and beverage minimum.

DEPOSITS

A \$500 non-refundable event deposit and an event contract is required to confirm your reservation at Fitzgerald'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

Fitzgerald's parking lot is first come, first serve. The streets surrounding the restaurant are metered parking and complimentary after 10PM. Valet parking is available for a fee through an independent valet company, located at parking lot entrance to the building. Should you have any other questions regarding parking, please do not hesitate to contact the Event coordinator.

CANCELLATION POLICY

The following fees will apply to those who cancel their event:

0-4 days prior.....75% of food and beverage minimum

5-10 days prior.....50% of food and beverage minimum

10-30 days prior.....25% of food and beverage minimum