



## Private Dining Room Arrangements

Thank you for considering Zephyr Grill & Bar for your upcoming event. Our vibrant atmosphere and menu will dazzle your guests.

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### Reservations

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**The Vintage Room** can host up to 48 guests for a seated function, 55 guests for a standing reception and is available for private parties seven days a week.

**The Cellar Room** can host up to 22 guests for a seated function and is available for private parties seven days a week.

A credit card number and signed contract is required to secure your private reservation.

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### Hours and Minimums

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A minimum food and beverage charge applies to events in our private dining spaces.

#### Lunch

##### **Vintage Room**

**Monday through Sunday** – 3 hours, \$500 food and drink minimum excluding sales tax. Your reservation must start no later than 1:30pm

##### **Cellar Room**

**Monday through Sunday** - 3 hours, \$300 food and drink minimum excluding sales tax. Your reservation must start no later than 1:30pm

#### Evening

##### **Vintage Room**

**Sunday through Thursday** - 4 hours, \$750 food and drink minimum excluding sales tax.

**Friday & Saturday** - 4 hours, \$2200 food and drink minimum excluding sales tax.

##### **Cellar Room**

**Sunday through Thursday** - 4 hours, \$500 food and drink minimum excluding sales tax.

**Friday & Saturday** 4 hours, \$1000 food and drink minimum excluding sales tax.

#### All Day Meetings

##### **Vintage Room**

Available 8am-4pm, \$600 food and drink minimum excluding sales tax.

##### **Cellar Room**

Available 8am-4pm, \$400 food and drink minimum excluding sales tax.

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### Staffing

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Our banquet pricing includes staffing for your event. However, should you choose a no-host bar, additional staffing will be needed, which will result in a \$25 per hour labor charge for a total of \$75 for a lunch event and \$100 for a dinner event added to your final bill. For a hosted bar or hosted wine & beer & non-alcoholic beverages the labor charge does not apply.

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### Rentals

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We offer the following rentals:

LCD Projector- \$50.00      Screen- \$25.00      Computer Speakers - \$25.00  
Additional equipment available-please ask your coordinator for a price quote.



## Private Dining Room Arrangements Continued...

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### Menu Selections

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**All food and beverage must be provided through Zephyr Grill & Bar.** The cost per person is based on your choice of menu items. We ask that your menu and the details of your banquet be completed a minimum of ten (10) days in advance of your event.

For lunch functions only, if you choose to bring in your own dessert, such as cake, cookies, cupcakes or any other type of dessert, there is a \$2.00 per person charge (excluding sales tax). We will be happy to present, plate and serve your dessert for your group as well as take care of all plate, utensil and clean up needs.

Due to Health Department regulations, foods other than those prepared in a licensed commercial bakery cannot be served.

For dinner functions only, if you would like to provide your own dessert (from a licensed, commercial bakery) we will deduct \$3 from the entrée price.

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### Guarantees

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A guaranteed number of guests is required by **11am** two (2) business days prior to your event. Charges are based on the number of guests guaranteed or the actual number of guests exceeding guarantee given, whichever is greater.

If a guaranteed count is not received two (2) business days prior, the number of guests originally provided shall serve as your guarantee.

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### Décor & Day of Event Set Up

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Your Zephyr Grill representative prior to your event must approve all of your event music, decorations and accessories. No taping, tacking or stapling on any surfaces is allowed. No confetti, birdseed, rice, flower petals, glass beads, small candies etc. may be placed on tables or on any surface in the room. Should this occur, a cleaning fee of \$300 will be charged.

If needed, the Cellar Room & Vintage Room will be available thirty (30) minutes prior to the event for additional set up. Only the Planner and **one** other guest may have access the room.

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### Payment Terms

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We require a signed copy of our Vintage Room or Cellar Room contract to secure your reservation. We also require a credit card number to be on file in the event that your reservation should be cancelled. Events cancelled less than two (2) business days prior to your event shall be charged 50% of the Food and Beverage minimum as specified in the Hours & Minimums section. Events cancelled less than one day prior to your event will be responsible for 100% of the charges as stated in the Hours & Minimums section.

Payment in full is due at the end of the event.

**For parties of 12 or less, you have the option to pay separately. Parties of 13 or more will be presented with one check. We are unable to accept personal checks as payment.**

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### Sales Tax and Tipping Policy

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Our menu prices do not include CA State sales tax. This will be added to your final bill.

**While a mandatory service charge will not be added to your final bill we do encourage, at your discretion, a minimum 18% tip to show appreciation to your servers for the service you received during your private party.**