



EST 2023

# BISTRO — 120 —

## Private Dining

Welcome to Bistro 120! We are excited to host your special event and ensure it is memorable and seamless. This packet is a comprehensive guide to our event spaces, policies, menu options, and more. For any additional inquiries or to book your event, please contact our Event Coordinator or General Manager.



**PRIVATE DINING ROOM**  
CAPACITY: UP TO 72 GUESTS  
(SEATED) OR UP TO 85 GUESTS  
(COCKTAIL).



**RESTAURANT BUYOUT**  
PLEASE DISCUSS OPTIONS AND  
AVAILABILITY WITH THE EVENT  
COORDINATOR OR GENERAL  
MANAGER.

# EVENT ROOM POLICIES

Thank you for choosing us for your event. To ensure a smooth experience, please review the following guidelines regarding timing, decorations, and guest conduct. If you have any questions, our Event Coordinator is here to help. We look forward to hosting your event!



## Event Timing

All events must conclude by 3 p.m. for lunch events or 10 p.m. for dinner events, unless prior arrangements have been made with the General Manager or Event Coordinator.



## Decorations

Parties may bring their own decorations but must not remove any Bistro 120 décor or damage walls, ceilings, or furniture. No confetti or glitter allowed. A \$200 cleanup fee will be assessed for their use.



## Setup Time

Setup is allowed 1 hour prior to the event start time. Earlier access can be arranged.



## Guest Conduct

Clients are responsible for monitoring their guests' actions, including preventing damages and theft.



## Policy Violations

We reserve the right to end any function if there are violations of event policies, especially related to alcohol consumption.





# POLICIES

## ● FOOD

### **Menu Selection**

Plated and Family Style Platters menus must be finalized at least 2 weeks prior to the event.

### **Dietary Restrictions**

Please inform us of any food allergens or dietary restrictions 2 weeks before the event.

### **Menu Options**

- For parties up to 30 guests in the Banquet Room, a plated or Family Style Platters-style menu is available.
- For parties larger than 30 guests, only a Family Style Platters-style menu is offered.

## ● CANCELLATION

### **Deposits**

All deposits are non-refundable. Deposit is half of the agreed upon minimum.

### **1 Week Notice**

Cancellations within 1 week of the event will incur a 50% food cost charge.

### **2 Weeks Notice**

Cancellations within 2 weeks of the event will incur a 25% food cost charge.

## ● GUARANTEES

### **Final Guest Count**

A guaranteed number of guests must be provided 96 hours prior to the event. You will be charged for this number.

### **Additional Guests**

Additional guests will incur extra charges. The kitchen will prepare for only 10% over the final guest count.

### **No To-Go Supplies**

Leftovers cannot be taken to-go.

## ● CORKAGE

### **Outside Alcohol**

No outside beer or spirits are permitted. A corkage fee of \$25, for outside wine, will be applied to every 750ml bottle.

## ● MUSIC

### **Background Music**

Available and volume adjustable.

### **DJ/Musician**

Guests may arrange for their own DJ or musician. Volume must not exceed 75 decibels during dinner service and should not disturb regular restaurant operations.

## ● ALCOHOL

### **ID Requirement**

All guests must show a valid photo ID to purchase or consume alcohol.

### **Service Right**

Our staff reserves the right to refuse alcohol service to anyone.

### **Outside Alcohol**

Only alcohol purchased from Bistro 120 may be consumed on premises. Guests providing or consuming outside alcohol will be removed, and this may result in early termination of the event.

### **Alcohol Control**

Our staff will allow only one drink per guest at a time.





# POLICIES

## ● PAYMENT TERMS

### **Deposit**

A non-refundable deposit equal to 50% of the estimated event cost or room minimum is due at the time of booking. Checks and bank transfers are accepted for the deposit.

### **Balance**

The remaining balance is due in full on the day of the event.

### **Payment Methods**

Credit card, check, and bank transfer are accepted. A 3% fee applies to credit card payments.

## ● SERVICE CHARGES AND GRATUITY

### **Service Charge**

A 20% service charge will be applied to all food and beverage charges. Gratuity for the staff is included in this service charge. Additional gratuity is not required but may be offered at your discretion.

### **Additional Gratuity**

A 5% fee will be applied to support the efforts of our sales team in planning and coordinating your event.

### **Tax**

An 8.375% tax will be added to all food and beverage items.



# POLICIES

## ● FORCE MAJEURE

In cases of circumstances beyond our control, such as natural disasters or government restrictions, the event may be canceled or rescheduled without liability. Both parties will work to find an alternative date or solution.

## ● LIABILITY AND INSURANCE

### **Client Responsibility**

Clients are responsible for any damage caused by their guests.

### **Assessment of Damages**

Bistro 120 reserves the right to assess and charge for damages post-event.

## ● SETUP, TEARDOWN, AND STAFFING

### **Setup**

Event setup may begin 1 hour prior to the event.

### **Teardown**

Must be completed within 1 hour following the conclusion of the event.

### **Staffing**

Bistro 120 will provide adequate staff based on the size of the event. Additional fees may apply for extra staff or extended hours.

## ● DECORATIONS AND EXTERNAL VENDORS

### **Decorations**

Must be approved in advance by Bistro 120. No confetti, glitter, or open flames. A \$200 cleanup fee will be assessed for any use of confetti or glitter.

### **External Vendors**

Such as DJs or florists must provide proof of insurance and be pre-approved by Bistro 120.

## ● AUDIO-VISUAL AND TECHNICAL NEEDS

Bistro 120 offers audio-visual equipment, including 2 TVs and speakers. Additional fees may apply for AV setup outside of current offerings.



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# POLICIES

## ● PARKING AND TRANSPORTATION

- On-site Parking: Available.

## ● HEALTH AND SAFETY PROTOCOLS

Bistro 120 adheres to all local health and safety guidelines. Clients and guests are expected to comply. Special requests for dietary restrictions and ADA accommodations should be communicated at least 2 weeks prior to the event.

## ● NOISE RESTRICTIONS AND PERMITS

Please be mindful of noise levels during your event. Volume must not exceed 75 decibels during dinner service and should not disturb regular restaurant operations. Any required permits for outdoor events or amplified sound must be obtained by the client.

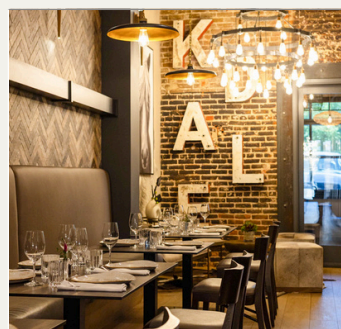
## ● MARKETING AND PRIVACY

### **Marketing Use**

Bistro 120 reserves the right to use event photos or videos for marketing purposes. If you do not wish for your event to be featured, please notify us in writing prior to the event.

### **Privacy**

We will not share your personal or event details without your consent.



# Menu Offerings

## LUNCH

Classic Menu  
\$45 per person

Salad or Dessert  
Entrée (Choice of 2)  
Sides (Choice of 2)

Signature Menu  
\$60 per person

Salad  
Entrée (Choice of 2)  
Sides (Choice of 2)  
Dessert

Premium Menu  
\$75 per person

Appetizers (choice of 2)  
Salad  
Entrée (Choice of 2)  
Sides (Choice of 2)  
Dessert

## DINNER

Classic Menu  
\$65 per person

Salad or Dessert  
Entrée (Choice of 2)  
Sides (Choice of 2)

Signature Menu  
\$85 per person

Salad  
Entrée (Choice of 2)  
Sides (Choice of 2)  
Dessert

Premium Menu  
\$105 per person

Appetizers (choice of 2)  
Salad  
Entrée (Choice of 2)  
Sides (Choice of 2)  
Dessert



# Menu Selections

## APPETIZERS

Quinoa Fitters  
Bruschetta  
Spicy Garlic Shrimp  
Prime Meatballs

## SALADS

Mixed Greens  
Caesar  
Arugula & Squash

## SIDES

Garlic Mashed Potatoes  
Roasted Fingerling Potatoes  
Broccolini  
Grilled Squash  
Roasted Tri-Colored Cauliflower

## ENTREES

Beef Bourguignon  
Rosemary Lemon Chicken  
Proud Vegetarian  
Grilled Salmon with Lemon Beurre Blanc  
Miso Seabass (+10)  
Prime Filet (+20)  
Prime Ribeye (+20)  
Snake River Farms Wagyu New York Strip (+25)

## DESSERT

Butter Cake with Honey Butter Cream  
Seasonal Cobbler  
Cheesecake with Seasonal Compote



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*Thank You*

**We appreciate your interest in hosting your event with us.  
Our team is dedicated to making your experience  
exceptional from start to finish. If you have any questions or  
need further assistance, please don't hesitate to contact us.  
We look forward to making your event unforgettable!**