



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.

Menu Pricing

Menu prices are guaranteed for up to 60 days prior to the event, before which time prices may change without notice. Wine List and Beverage pricing is always subject to change without notice.

● 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.

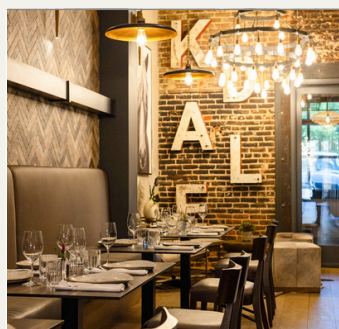
● MARKETING AND PRIVACY

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.





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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!