

LAUREL

BRASSERIE & BAR

Client Name, Email & Phone number: _____

Company: _____

Event Date/Time: _____

Number of Guests: _____

Private Dining Policies

Thank you for considering Laurel Brasserie and Bar for your private dining event.

Contract: All events scheduled in our Private dining rooms require a signed contract. Our Event Manager will be happy to meet with you and explain our Private Dining Options.

Room Charge and Deposit: We do NOT require a deposit but we do require a minimum food and beverage purchase for all private group events scheduled in our Private Dining Rooms. If the minimum is met, there are no room charges. If the minimum is not met, a room charge for the remaining difference will be applied. Our food and beverage minimums for each space are as follows:

\$500 Breakfast/Lunch Monday-Thursday

\$1,000 Breakfast/Lunch Saturday and Sunday

\$1,200 Dinner Sunday-Wednesday

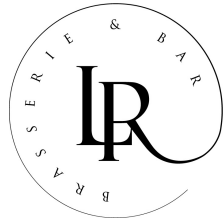
\$1,500 Dinner Thursday-Saturday

Menu Selections:

- Private Dining Events up to 12 guests have the option of ordering off of our Laurel Brasserie and bar menu (meal period match)
- Private Events of 13 to 50 will be served Family Style.
- Private Events of 50 or more will be served as a Buffet.

All private events require a confirmed guest count no later than 72 hours prior to your Scheduled event.

All food and beverage must be prepared and purchased through Laurel Brasserie and bar.



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Cancellations: Any cancellation of an event with a signed contract will result in a minimum Charge of \$250. Any event cancelled within 2 weeks of the scheduled date will result in a charge of 50% the Food and Beverage Minimum contracted. Any event cancelled within a week of being scheduled will result in a charge of the full Food and Beverage Minimum contracted.

Menu Guarantee: For all Private Events, Laurel Brasserie and Bar reserves the right to substitute a course of equal or greater value, should you confirmed number of guests increase beyond your confirmed guest count.

Final Payment: Final payment is to be made upon completion of your scheduled event. Payments by cash or credit card is required, we accept all major credit cards. Please use our Canary link sent via email

Time Limits: All events starting before 4 p.m. have a 4 hour time limit. Events starting after 4 P.m. have a 5 hour time limit. If an event runs over the time limit, a charge of \$25/hour per staff Member assigned to the event will be charged.

Outside Food and Beverages: Laurel Brasserie and Bar reserves the right to be the sole foodservice provider for events held in our Private Dining rooms. If you wish to bring a cake, cupcakes or other desserts, a service fee of \$5 plating fee per person will be assessed.

Parking: Self-parking and Valet can be pre-arranged through the event manager for an additional charge.

HOURS:

All breakfast events may use our Private Dining Room from 6:30am to 10am.

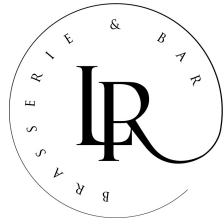
All lunch events may use our Private Dining Room from 11am to 2pm.

All evening dinner events scheduled on Sunday through Thursday may use the Private Dining Center from 5 p.m. until 9:00 p.m. All evening dinner events on Friday and Saturday may use the Private Dining from 5 p.m. until 10:00 p.m.

TAX AND GRATUITY: A 23% service fee and 8.75% Utah sales tax are added to all Private Dining functions.

ENTERTAINMENT: No loud entertainment of any kind will be permitted to be brought into Laurel by the Client or his/her guests or invitees without prior consent of Laurel management. DJs and loud bands are not permitted.

QUALITY STANDARDS: Laurel Brasserie and Bar reserves the right to enforce its quality



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Standards, concerning dress and decorum, at all functions. Laurel Brasserie and Bar reserves the right to refuse serving any person who in the judgment of its management is under the influence of alcohol or any controlled substances, or to request that such a person leave the premises.

DECORATIONS: Decorations must be approved by Laurel management. All Displays and decorations must conform to fire and safety codes. The Client is Responsible for taking away all approved decorations before leaving. Confetti is not permitted. If the event space requires extra cleaning, an additional \$250 clean up fee will be charged. If ice Sculptures are brought in, client is responsible for set-up and removing the ice Sculpture and water associated with it at the end of the event, or a \$250 charge will be assessed.