

Policies and Notices – October 2022

Booking

A 72 hour courtesy hold will be applied to the initial call in reservation until the Private Event Agreement Contract is received. If 72 hours passes and the contract is not received, an attempt to make contact via the provided phone number will be made to confirm the event details. In the case The Refectory's management is unable to confirm the event, the held event date will be released.

Accessibility

Our event rooms are located on multiple levels of the restaurant. One on the ground floor, one downstairs and one upstairs. The upstairs and downstairs rooms are only accessible by stairs. Restrooms are located on the ground floor and the downstairs levels.

Private Dining Rental Fee

Choir Room - \$175

Wine Room - \$125

Library Room - \$125 (Monday – Thursday)

(3.5% processing fee for cc: ZERO for debit)

Private Event Agreement Contract

All private events must have a signed Private Event Agreement Contract on file at the restaurant. Rooms, services and products will not be provided without a signed agreement.

Deposit

Your reservation will be confirmed with a credit or debit card deposit. Equal to the Private Dining Rental Fee's above. The deposit is nonrefundable.

Room Occupancy Minimums

Please call Refectory management for more details 614-451-9774

Menu Choices and Guarantee

To ensure the food quality that The Refectory is known for, we request that all private events adhere to the following menu guidelines

- Groups of 8 guests or less may order off our regular menu
- Groups greater than 8 guests must choose items from the private dining menu
- All event menu selections must be finalized 72 hours prior to the event
- Guest counts must be finalized 72 hours prior to the event

Guest Count Guarantee

To ensure the service that The Refectory is known for, a guaranteed guest count is due 72 hours (three business days) in advance of any event. If no guarantee guest count is received by this time, The Refectory will prepare for the original guest count on the Private Event Agreement Contract. This guest count guarantee will serve as the final arrangements for your event and will be applied to your bill. The Refectory cannot ensure additional seating should the actual guest count exceed the room capacity or the original guest count. Every attempt will be made to accommodate additional guests; however, it is possible a guest may not be seated or served.

Single Check

To ensure the best possible service to all our guests, we request one check per private event.

(3.5% processing fee for cc: ZERO for debit)

Taxes

Guests agree to pay all federal, state, municipal or other taxes imposed on or applicable to the event. Guests, groups, or organizations requesting exemption from applicable taxes are responsible for providing the Refectory with a copy of the organizations tax exemption certificate, otherwise, applicable taxes will be charged.

Service Charge

A Service Charge of 25% on all food and beverages, and any applicable fees and rental charges will be added to your check.

Payments

All charges must be paid in full at the conclusion of the event. Charges may be paid out by American Express, MasterCard, Visa, Discover, debit card, certified check, or cash. The Refectory's gift cards or gift certificates may not be used as payment on private events.

Discounts and Promotions

Any Refectory discounts or promotions do not apply to private events.

Alcoholic Beverages

At The Refectory, we practice the responsible service of alcohol and strictly adhere to all laws and regulations relating to the sales and service of alcoholic beverages, including sales to minors and intoxicated persons.

Decorations and Displays

All decorations and/or displays are subject to prior approval by The Refectory's management. The Refectory strictly prohibits and type of glitter from being used. Additionally, noting can be nailed or taped on the walls, paintings, light fixtures, etc...damage caused to The Refectory will be the responsibility of the guest.

Music, Bands and DJ's

Due to the layout of our event rooms and to ensure a quality experience for all our guests, The Refectory does not allow DJ's, amplified bands or amplified music. Please contact the Refectory management to discuss music options.

Parking

The Refectory has a large private parking lot for your convenience.

Audiovisual

The Refectory offers state of the art audiovisual equipment. All our private rooms are equipped with either a flat screen television or a LCD projector and screen. Charges are \$80 for the LCD projector and \$20 for the screen. Any equipment requested outside of these items, which has associated costs, will be passed on to your group.

Rentals

Any equipment, tables, chairs, plate ware, glass wear, silverware, etc...requested outside of The Refectory's normal inventory, which have associated costs, will be passed to the group.

Changes

Food, beverages, vintages, and prices are subject to change without notice.

Outside Food and Beverage

Due to Ohio Law, guests may not bring alcoholic beverages into the restaurant. Additionally, guests may not bring in any food or nonalcoholic beverages from outside sources. Specialty birthday and wedding cakes are permitted with prior notice. \$5 per guest will be charged for cutting and service of any outside specialty cakes. Service fees, taxes and gratuities will apply to any outside food served with our event space. Due to Ohio law, The Refectory does not allow corkage fees.

Cancellations

In the event of a cancellation The Refectory will withhold the nonrefundable deposit.