

# The Refectory Restaurant

1092 Bethel Road, Columbus OH 43220 614-451-9774

## *Private Event Policies*

### **Booking and Private Event Agreement**

After the initial inquiry, as a courtesy, we will hold a date for 72 hours. The reservation will be confirmed when the Private Event Agreement is received. This will include a *non-refundable* deposit equal to the Room Fees outlined below, (which also becomes the fee for a cancellation). If The Refectory is not able to reach you for confirmation, the date will be released and available for others.

### **Accessibility**

Our Private Event Rooms are located on multiple levels. One on the ground floor, one downstairs and one upstairs. These are only accessible by stairs. Restrooms are located on the ground floor and the downstairs levels. *Please advise your guests of the stairs.*

### **Private Dining Room Rental Fee and Deposit**

Choir Room – 195.00 Wine Room - 125.00 Library Room - 150.00 *(3.5% processing fee for cc: ZERO for debit)*

### **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 follow these menu guidelines.

- Groups of 10 guests or less may order off our regular menu
- Groups greater than 10 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

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

### **Guest Count Guarantee**

Three days before the event, we will need the final guest count. We will prepare and fully bill you for this guaranteed number of guests. If we are not able to contact you, The Refectory will prepare for the original guest count on the Private Event Agreement. Every attempt will be made to accommodate additional guests, but we cannot exceed the capacity of the room.

### **Guests Check Policy**

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

*(3.5% processing fee for cc: ZERO for debit, cash, or check)*

Guests agree to pay all applicable taxes for the event. If your organization has a Tax Exempt status, please provide The Refectory a copy of the Tax Exempt Certificate in advance.

### **Service Charge and Payment**

A Service Charge of 25% is added on the total check. Unless by prior arrangement, all charges are paid at the conclusion of event.

*(3.5% processing fee for all cc: ZERO for debit, cash, or check)*

### **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. The Refectory strictly prohibits any type of glitter from being used. Additionally, nothing 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**

The Refectory does not allow DJ's and a dance floor. Please contact us to discuss music options.

### **Parking**

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

### **Audiovisual and Rentals**

The Refectory has an LCD Projector or Flat Screen TV for audiovisual presentations. There is a nominal 120.00 rental fee for this equipment. Any other equipment for in-house or catered events are added to the final bill.

### **Outside Food and Beverage**

Due to Ohio Law, guests may not bring alcoholic beverages of any kind into the restaurant and as such The Refectory does not allow corkage fees. Guests may not bring in any food or nonalcoholic beverages from outside sources. Specialty birthday and wedding cakes are permitted with prior notice. A 5.00 per guest cutting and service charge is added to the final check.