

1092 Bethel Road Columbus, OH 43220

614-451-9774

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Private Event Booking Policies & Agreement

As a courtesy, after your inquiry, we will hold your date for three days. A credit or debit is needed to confirm the reservation.
This *non-refundable* deposit equal to the Room Fees outlined below is the cancellation fee with less than 30 days’ notice of event date. 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% processing fee for cc: ZERO for debit)*

## Room Occupancy Minimums

## Please call The 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.

* Private Dining guests must choose items from the Private Dining Menu
* All event menu selections must be finalized three days before the event
* Guest counts must be finalized three days prior to the event; $50 per guest will be added for the unmet guest count guarantee

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

## Guests Check Policy & Service Charge Payments

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

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

If your organization is Tax Exempt, please provide us a copy of the Tax Exempt Certificate in advance.

#  (3% processing fee for cc: ZERO for debit, cash, or check)

## Outside Food and Beverage

We practice the responsible service of alcohol and adhere to all the laws in Ohio including no sales to minors and intoxicated persons.

Due to Ohio Law, guests may not bring alcoholic beverages into the restaurant and as such, corkage fees are prohibited.
Guests may not bring in any food or beverages from outside sources. Specialty cakes are allowed with advance notice.
A 5.00 per guest cutting & service charge is added to the final check.

## 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.

## Decorations and Displays

All decorations and/or displays are subject to prior approval. The Refectory prohibits any glitter, and nothing can be nailed or taped on the walls or light fixtures. Any damage 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.

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| Name: | Phone: | Email: | Today’s Date: |
| Date of Event: | Expected Guests: | Host Arrival: | Guest Arrival: |