



PRIVATE EVENT POLICY

TABLE RESERVATIONS

151 Kitchen | Bar accepts reservations for parties of 0–10 guests.

No-shows will be charged \$25 per guest. We ask that all reservations be canceled at least 24 hours in advance if your plans change.

Parties of 11–36 guests are considered Private Events and require a \$150 credit-card deposit to secure the reservation. Private Event policies will apply.

If the party fails to arrive within 15 minutes of the scheduled reservation time, the \$150 deposit will become non-refundable, and the tables will be released to other guests.

PRIVATE EVENTS (11–36 Guests)

Private Events will be accommodated within our interior dining space and require a \$150 deposit to confirm. The space can accommodate up to 36 guests seated and standing.

Private Events of 11–36 guests will have exclusive use of the semi-private room for the duration of the event. Events are limited to 3 hours total, inclusive of setup and breakdown time.

All Private Events of 11–36 guests will feature our Private Event Menu with plated service. Due to kitchen capacity, we cannot accommodate individual menu orders. All food and beverage items will be charged to the host tab (see *Split Checks* section).

Private Events are subject to food and beverage minimums. Please see *Minimum Spend Requirements* for details. Final menu selections are due one week prior to the event date.

All food and beverages must be purchased through the restaurant per county health department regulations. Outside food or alcohol is not permitted.

We do not offer beverage packages; all beverages (alcoholic and non-alcoholic) are charged based on consumption.

Decorations must be minimal. Any damage to property caused by negligence of the host or guests will be charged to the host's credit card. Glitter, confetti, and confetti-filled balloons are prohibited.

A \$150 cleanup fee will automatically be charged if glitter or confetti are used, or if any guest vomits or otherwise soils the premises due to overconsumption of alcohol.



LARGE PRIVATE EVENTS (37–100 Guests)

Larger Private Events for 37–100 guests are inclusive of the entire indoor dining room and will have their own Large Private Event plated food menu and dedicated minimum spend requirements.

These events will follow the same policies regarding deposits, cancellations, outside food restrictions, and damage/cleanup.

Large Private Events are booked in time blocks within operating hours:

- 11:30 AM – 3:00 PM
- 4:00 PM – Close

A \$150 cleanup fee will automatically be charged if glitter or confetti are used, or if any guest vomits or otherwise soils the premises due to overconsumption of alcohol.

Event availability, menu options, and pricing will vary based on the day, time, and season.

SPLIT CHECKS:

We are not able to accommodate split checks. All food and beverage will be added to the host's tab. The private event host will be presented with 1 check for all items at the conclusion of the event and the \$150 deposit will be applied to the final check. An ATM is available next door to 151 should you need it. A 3% surcharge will be added to any check using a credit card as payment.

MINIMUM SPEND REQUIREMENTS:

All food and beverage purchased during the event will be applied to the Minimum Spend requirement.

- Minimum Spend does not include tax and gratuity.
- Local sales taxes will be applied to the party tab as well as a 24% gratuity charge.
- The Minimum Spend requirement can be achieved through running a host tab.
- Failure to spend the Minimum Spend requirement will result in a charge to the host's credit card on file for the difference and 151 will reserve the right to open the semi-private room to other guests.



PRIVATE EVENT MINIMUM SPENDS (11-36 guests)

3 Hour Private Event | N/A = Not Available for Private Events

Max # of Guests: 36	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
LUNCH/BRUNCH: 11:30 AM - 3 PM							
LUNCH Mini Spend	\$500	\$500	\$500	\$500	\$750	\$1000	\$1000
DINNER: 4 PM - 10 PM							
DINNER Mini Spend	\$1000	\$1000	\$1000	\$1000	N/A	N/A	\$1000

BUYOUT PRIVATE EVENT MINIMUM SPENDS (37-100 guests)

AM or PM Time Blocks | N/A = Not Available for Private Events

Max # of Guests: 36	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
LUNCH/BRUNCH: 11:30 AM - 3 PM							
LUNCH Mini Spend	\$2000	\$2000	\$2000	\$2000	\$4000	\$5000	\$5000
DINNER: 4 PM - 10 PM							
DINNER Mini Spend	\$5000	\$5000	\$5000	\$5000	\$15,000	\$15,000	\$4000



DEPOSIT

- A deposit in the amount of \$150 is required to hold the semi private reservation for a Private Event.
- The deposit is due upon booking your event date.
- Failure to make the required deposit will release the reservation date. The deposit will be applied to the Minimum Spend on the night of the event.

CANCELLATION POLICY

- 151 will refund \$100 of a deposit if the event is canceled at least 14 days in advance of the reservation (\$150 total deposit less a \$50 planning and administrative fee.)
- Deposit refunds will not be given for cancellations made less than 14 days in advance of the reservation.

ACKNOWLEDGEMENT

I have read 151 Reservation and Private Event Policy and accepted the terms as stated.

Guest Signature

Date

Manager Signature

Date



CREDIT CARD AUTHORIZATION FORM

This form authorizes Cloud Nine Hospitality Group to charge the credit card listed below a \$150 deposit to secure the Private Event space on the date and time noted. This deposit will be applied to the final invoice on the date of the event. The remaining balance will be presented to the host at the close of the event. In the case of an event cancellation, the deposit will be applied in accordance with the Cancellation Policy.

For events hosted at the restaurant, there may be an applicable Food & Beverage Minimum. If the minimum is not met, a room rental fee for the outstanding balance will be added to your final bill. Please confirm the details of your event with your Event Coordinator.

NAME AS IT APPEARS ON CREDIT CARD	
CREDIT CARD NUMBER	
EXPIRATION DATE	
CVV	
EVENT NAME	
PRIVATE EVENT DATE	
PRIVATE EVENT TIME	

ACKNOWLEDGEMENT

I have read the Credit Card Authorization Form and Policies listed above and accept the terms as stated. In doing so, I hereby authorize the restaurant to charge my card according to these policies, and I accept all charges.

Guest Signature: _____ Date: _____

Please include a copy of your Driver's License or State I.D.