



PRIVATE EVENT POLICY

TABLE RESERVATIONS

151 will accept reservations for parties of 2-10 guests, no shows will be charged \$25 per guest, we ask that reservations cancel within 24 hours of your scheduled in time if your plans change. For parties of 11 - 36, there is a \$150 credit card deposit required to secure the reservation. Reservations for parties over 10 guests is considered a Private Event and Private Event policies will apply. If the party fails to show for the requested reservation within 15 minutes of reservation time, the \$150 reservation charge will become non-refundable for holding the table and the tables will be released for other customers.

PRIVATE EVENTS

Private Events will be accommodated on the interior within our interior space with a \$150 deposit required to secure the reservation. The space can accommodate up to 36 guests standing and sitting. The Private Event will have exclusive use of the semi-private room for the duration of the paid event. Private Events are limited to 3 hours including. The 3-hour time limit is inclusive of any setup or breakdown on your itinerary.

All Private Events will be offered our Private Event Menu and plated service. Unfortunately, due to constraints on our kitchen, we cannot accommodate individual food orders for any Private Event. All food + beverage items will be included on the host tab. See further information in the Split Checks section.

All Private Events are subject to food and beverage minimum spends. See Minimum Spend Requirements for additional details. Final food and beverage selections are due 1 week prior to the event date.

All food and beverages must be purchased from our restaurant per county health department. We will not allow outside alcohol or food items of any kind to be served.

We do not offer beverage packages. Alcohol and non-alcoholic drinks will be charged based on consumption.

Any and all decorations should be minimal. Any damage to our walls, floors, furniture or general property due to negligence from the host or a member of the party will result in the host's credit card being charged for repairs/replacements. Glitter, confetti or balloons filled with confetti are not permitted. If you spread glitter or confetti anywhere within the property, we will charge an automatic \$150.00 fee.



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.

MINIMUM SPENDS - 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	N/A	\$500	\$500	\$500	\$750	\$1000	\$1000
DINNER: 4 PM - 10 PM							
DINNER Mini Spend	N/A	\$1000	\$1000	\$1000	N/A	N/A	\$1000



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.