

# Private Event FAQ's

## **Banquet Rooms**

Cafe Amici offers two beautiful spaces for hosting your private event. A minimum of 20 guests is required to reserve a private room.

**Banquet Room:** accommodates up to 70 guests

**Whitney Room:** accommodates up to 50 guests

Both rooms may be reserved together to host up to 120 guests.

Additional room charges may apply when booking the rooms combined.

If two events are booked on the same day, room assignments will be based on group size to ensure the best fit. Otherwise, all events are typically hosted in our main banquet room.

Private rooms are also available for smaller gatherings under 20 guests. To reserve a private space, we simply require the package minimum for 20 guests or a \$200 room fee.

## **Deposit:**

A \$250 non-refundable deposit is required to finalize your booking. This deposit will be applied toward your final bill at the end of your event. While deposits are non-refundable, they may be transferred to another date in the event of a cancellation.

## **Minimum Guarantee:**

A final guest count (minimum guarantee) is due 7 days prior to your event. This number will be the minimum charged, even if fewer guests attend. If additional guests arrive on the day of your event, we'll gladly accommodate them and adjust your final bill accordingly.

## **Menu:**

We offer a variety of menu packages designed to suit your needs. If you don't see a specific dish you have in mind, please let us know — our culinary team is happy to work with you to personalize your menu.

For our standard buffet packages, all food is served at once.

For sit-down service, once your pre-selected appetizers are served, our team will take entrée orders and course out the remainder of the meal.

### **Dessert:**

You are more than welcome to bring in your own dessert for no additional charge. If bringing a cake our staff will cut and serve it for you. Desserts may be dropped off prior to the event. If you would like to add on dessert to your package we do have options for an additional charge per person.

### **Alcohol:**

For a cash bar, guests are responsible for purchasing their own drinks. If the host chooses to provide alcohol — either Beer & Wine or a Full Bar — it is charged on a consumption basis, not a fixed price per person. The total bar tab will be added to your final bill at the end of the event. We also offer flexible options such as drink tickets, a set price limit, or a time limit for hosted beverages. Your banquet coordinator will be happy to discuss these options with you and help customize the best setup for your event. Outside alcohol is not permitted and is subject to a corkage fee.

### **Event Timing:**

Our banquet spaces are reserved in two convenient time blocks:

**Lunch events:** 11:00 AM – 4:00 PM

**Dinner events:** 5:00 PM – 10:00 PM

You're welcome to begin your event service at any time within your reserved block. During busier banquet seasons, rooms may be booked back-to-back, so we kindly ask that you keep this in mind when planning your event timeline.

The earliest guaranteed access to your room is 30 minutes prior to your reserved time (10:30 AM for lunch / 4:30 PM for dinner)

If you anticipate needing additional setup time before your guests arrive, please speak with your banquet coordinator. Early access may be available if there is no event scheduled before yours. We are happy to help accommodate whenever possible.

### **Room Set Up:**

Your banquet coordinator will assist with room setup to ensure everything is arranged comfortably and according to your vision. Our standard setup seats 7 guests per table.

## **Linens:**

Table clothes are not included but can be provided in black or white for \$15 per cloth.

Napkin color swaps are complimentary (black & white always available) Specialty napkin colors are subject to availability and must be requested **at least 10 days prior** to your event.

If you plan to bring your own tablecloths, we recommend 72” square or 70” round sizes. These must be dropped off at least 48 hours before the event. Please note that **plastic tablecloths are not permitted.**

We’re happy to provide additional tables upon request for desserts, gifts, photos, or games. Easels are also available on site for displays or signage.

## **Decorations:**

You’re welcome to decorate the room as you like! Please avoid using anything that could damage the walls — no thumbtacks or nails, please.

Acceptable adhesives include Command Strips, tape, and glue dots.

For cleanliness, we ask that confetti, confetti balloons, and glitter are not used. Bringing any of these items will result in a \$100 cleaning fee.

## **Technology:**

Our Banquet Room includes a projector screen and built-in speakers that can be used for your event.

Apple/Mac users: can AirPlay directly to the screen and TV.

PC users: can connect a laptop via HDMI cable for projection.

(We are not responsible for loss or damage to personal items.)

The room’s sound system can also be connected via Bluetooth for music playback.

Please note that the Whitney Room has limited technology capabilities.

A TV is available for AirPlay or HDMI connection, but music is limited to what is played throughout the entire facility.

## **We’re here to help!**

If you have any additional questions, please don’t hesitate to reach out! Our banquet coordinators are here to work with you every step of the way to ensure your event is smooth, enjoyable, and stress-free. We strive to make the process as easy as possible — so all you have to do is come, relax, and enjoy your special day.