

ZINC CAFE & MARKET

PRIVATE EVENT ROOM CAPACITIES / FAQs

Please note that we may be flexible in regards to these minimums and/or capacities if you inquire for a space during non-peak or non holiday business periods

EVENT ROOM CAPACITIES

Private Dining Room Capacity

- Seated Event: up to 26 guests seated; 2 hour limit
- Reception Style: up to 40 guests standing; 2 hour limit
 - \$500 Food & Beverage minimum for parties under 16 or \$30/person for parties over 16 (whichever applies)
- Table Measurements: 3.75' x 10.25'

Bar Mateo Capacity:

For Bar Buyouts, our Events Manager will work with you to create your Food and Beverage offerings.

Seated Event: 40 people maximum

Reception Style Event: up to 100 people

Buyout of Entire Bar:

- Mon- Fri 7am- 4pm: \$2,500 Food & Beverage Minimum
- Sun-Wed 4pm- Close: \$3,500 Food & Beverage Minimum
- Thur-Sat 4pm- Close: \$4,500 Food & Beverage Minimum

****Buyouts are required when guest count exceeds 30****

Full Property Private Party Buyout

Food & Beverage Minimum

(available 7am-1am not including weekends)

Starts at \$20,000

PRIVATE EVENT BOOKING REQUIREMENTS

For Private Parties, including Bar Mateo Buyouts, we require a signed Credit Card Authorization Form. For parties over 30 both a Credit Card Form and a Condensed Menu is required.

*Once you have reserved, please know that each space and/or table is allotted for two hours. *Each additional hour needed will be charged at a rate of \$200.00 per hour for the Private Dining Room and \$1,500 per hour for Bar Mateo*

If you are running late to your event, it is important that you contact the Manager on Duty at Zinc 323.825.5381, so we can adjust accordingly. If we do not hear from you, we will only hold your space for 30 minutes past reservation time

Check may only be split between 3 forms of payment

All event pricing excludes:

California Sales Tax of 9.50% & 18% gratuity

Final Menu Choices, Event Details and or Additional Pre Selected Food, Cake orders and Beverage Items are needed one week prior to date of your event. Final Guaranteed Guest Count is required 48 hours prior to event

FREQUENTLY ASKED QUESTIONS

Are Cakes, Cupcakes, or additional dessert available in house at Zinc Café and Market?

We have an in-house baker on site. We do have a delicious cake menu, lovely pastries, as well as a full dessert menu available. However we do not currently make cupcakes.

Could I bring in my own cake/dessert?

Yes, you may, but we do have an outside dessert fee of \$4 per person.

Can I bring in my own catered food and/or non-alcoholic beverages?

Outside Food and Non-alcoholic Beverages are strictly prohibited. Zinc has a fully trained, professional kitchen as well as *Intelligentsia* Coffee and Espresso, *Art of Tea* Loose Hot and Iced Tea, and Fresh squeezed Organic juices. Again, this includes outside desserts.

Could I bring in my own wine? Do you charge corkage for the wine that you sell in your Retail area?

Yes you may bring your own wine, we do charge a \$15 corkage fee for every bottle that is opened. When purchasing your wine with us the corkage fee is waived

Am I able to decorate?

Decorations are limited to flowers and table top decor only. Banners and other hanging decorations are not permitted and will be asked to be removed. Confetti and Glitter is strictly prohibited. Neutral tones only.

Are we able to bring in our own rented linen/napkins to decorate our table or space?

Yes, so long as it fits the *General Aesthetics of Zinc Café and Market's color palette must be Neutral Tones.*

Do you provide a table for Cake and or Gifts?

Yes there are existing tables, but we do not provide anything additional

Do you provide Audio Visual Services?

Unfortunately, no we do not.

What does Zinc Café and Market Provide to the guest?

- All existing tables, chairs currently in house
- Glassware, Silverware, and Chinaware. Cake Stands and platters are available on a first come serve basis*
- Tea Lights, Votives
- Staffing to assist with Room and Table Set Up
- Full Staffing to service your entire event