

**ZINC CAFE & MARKET**  
**PRIVATE EVENT ROOM CAPACITIES / FAQs**

**CAPACITIES**

*All minimums shown are for a two hour time period, for more time, please view the booking requirements*

**Private Dining Room Capacity**

\*12 person Minimum\*

**Seated Event:** up to 26 guests seated;

**Reception Style:** up to 35 guests standing;

(Table Measurements: 3.75' x 10.25')

**Requirements to Rent the Private Dining Room**

\*\*Family Style Pre Fixe menu required\*\*

\*No Minimums or Deposits required\*

**Bar Mateo & Garden Patio Capacity:**

\*Patio Buyouts are **only permitted if you are buying out Bar Mateo as well.**

**Seated Event:** up to 100 guests seated;

**Reception Style Event:** up to 200 guests standing;

**Requirements to Buyout Patio & Bar Mateo:**

Sun-Wed 4pm- Close:

\$5,000 Food & Beverage Minimum

Thur-Sat 4pm- Close:

\$6,000 Food & Beverage Minimum

\*\*Family Style Pre Fixe menu & Condensed Drink Menu required\*\*

**Bar Mateo Capacity**

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

**Seated Event:** 40 people maximum

**Reception Style Event:** up to 80 people

**Requirements to Buyout the Entire Bar:**

Mon- Fri 8am- 4pm:

\$2,500 Food & Beverage Minimum

Sun-Wed 4pm- Close:

\$2,500 Food & Beverage Minimum

Thur-Sat 4pm- Close:

\$3,500 Food & Beverage Minimum

**Bar Mateo Non-Private Reservation**

**Seated Event:** up to 30 guests seated

**Requirements for parties over 20 guests**

\*\*Family Style Pre Fixe menu required\*\*

\*No Minimums or Deposits required\*

**PRIVATE EVENT BOOKING REQUIREMENTS**

For all Events- Whether held in our Private Dining Room, Bar Mateo Buyouts, and/or Non Private Tables (of 20 or more and up to 30 people), we require the following:

***An electronically signed contract and a credit card to be authorized online. We also require you to custom design your own Pre Fixe, Family Style Menu, to ensure your event is timely and service is seamless.***

Please be aware that Event is allotted for two hours. Every additional hour will be charged at a rate of \$100.00 per half hour for the Private Dining Room and \$750.00 per hour for Bar Mateo.

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

***Your Final Bill can be split between no more than 3 forms of payment.*** You have the option to use the card you authorized online, or pay with another form of payment the day of.

Final menu choices and event details, including 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.**

# ZINC CAFE & MARKET

## PRIVATE EVENT ROOM CAPACITIES / FAQs

### FREQUENTLY ASKED QUESTIONS

***Are cakes, cupcakes, or additional desserts available in house at Zinc Café and Market?***

Yes, we have an in-house baker on site. Visit our *Bakery Menu*, listed under *Catering*.

<http://www.zinccafe.com/imenus/3334/bakery>

***Do you write Happy Birthday on your cakes?***

No, our cakes have a minimalist and rustic design. Flowers would look great on top, but we do not provide florals.

***Can I bring in my own cake/dessert?***

Yes you may, but we do have an outside dessert fee of \$4 per person, based on your final guaranteed head count.

***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.

***Do you offer Bottomless Mimosas?***

No. All drinks are charged at a la carte pricing and applied toward your minimum.

***Can 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 and we do charge a \$15 corkage fee for every bottle that is opened. When purchasing your wine from us the corkage fee is waived.

***Am I able to decorate the space?***

Decorations are limited to flowers and table top decor only. Banners are permitted in certain areas of each space, check with Events Manager for details. Confetti and glitter are strictly prohibited. We request that you use neutral tones which complement the existing decor.

***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 aesthetic of Zinc Café and Market. As with other decorations, we request a neutral color palette.

***Do you provide a table for cake and or gifts?***

The private dining room is furnished with two Dining tables which are 3.75ft x 10.25ft each. Plus there are Two Bar Top tables attached to the walls, as well as two small round tables for you to utilize.

***Do you provide audio visual services or equipment?***

Unfortunately, no we do not. You may rent from a third party vendor.

***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, first serve basis.
- Tea lights and votives.
- Staffing to assist with room and table set-up.
- Full staffing to service your entire event.