



## **Private Event Terms & Conditions**

### **DTLA Arts District**

- A credit card deposit of the Room Rate is required to hold the room. The deposit is for the cost of the room only, it does not apply to food and beverage.
- Private Room and Front Patio rentals are for 3-hours in length, Bar rentals are for up to 4- hours in length-- each additional hour will be charged at \$150 for the Private Dining Room & Patio, and \$550 for the Bar.
- Final menu choices and guest-count need to be confirmed five (5) days prior to the event.
- An event cancellation made within 3 (days) of the event will result in full payment room rental deposit, no refunds. If a cancellation occurs 3 days or more prior to the event, the deposit will be refunded to the guest.
- All food and beverages not pre-ordered are charged a-la-carte pricing from our in-house menu during the event.
- Any outside decorations, flowers and/or linens must be approved five (5) days prior to the event.
- Outside food and alcohol are not permitted, however outside cake and/or dessert may be brought in for a \$4 per person; outside wine may be brought in for a \$20 corkage fee per bottle.
- If the primary cardholder is not present to sign at the conclusion of the event, then a copy of the primary's driver's license is required.