



## **Private Event Terms & Conditions: MELROSE**

- A credit card deposit of the Room Rate is required to hold the room.
- Private Room and Back Patio are rentals are for 3-hours in length --each additional hour will be charged at \$150 forthe Private Dining Room, and \$550 for the Back Patio.
- 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.