



Private Dining Terms & Conditions

In order for Copeland's to provide large groups with a guaranteed space and a high quality of product and service, it is necessary that the following items are understood and agreed upon. If you have questions or special needs, please speak to our banquet manager prior to finalizing your reservation.

EVENT SPACES & MINIMUMS

- **PRIVATE BANQUET ROOM:** The Private dining space holds a maximum of 40 guests. This is a private space with doors that separate the room from the main dining area. There is a \$300 food & beverage minimum expenditure for bookings Mon-Fri from 11am to 4pm, and a \$500 minimum Mon-Sun after 4 pm and all Saturday. Gratuity and sales tax do not count towards this minimum.
- **PATIO:** The private patio space holds a maximum of 55 guests. The space can be open-aired or enclosed with retractable screens and is climate controlled with heating and air conditioning. There is a \$400 food & beverage minimum expenditure for bookings Mon-Fri from 11am to 4pm, and a \$600 minimum Mon-Sun after 4 pm all day Saturday. Gratuity and sales tax do not count towards this minimum.

DEPOSITS/CANCELLATIONS: To secure your date on our calendar, we require your signed contract and a deposit equal to your food & beverage minimum plus a \$100 non-refundable booking fee. This ensures your reservation, includes set-up, breakdown, linens, plates/cups, flatware, and usage of the room for up to 2 hours. The deposit for the food & beverage minimum will be applied to your final bill. **We do not refund deposits for cancellations within 48 hours of your reservation.** If you cancel with more than 48 hours notice, we will refund your food and beverage deposit less \$100.

GUEST COUNT: A final guaranteed guest count is required 48 hours prior to your scheduled event. This is the minimum number that will be charged the day of the event. Additional guests will be added to the check the day of the event.

MENU/EVENT SUMMARY: In the interest of providing excellent service, we offer a selection of banquet menus for large party reservations that include plated & buffet options. If you have a special request, your event manager will work with you to customize options. Final menu selections are needed one week prior to your reservation. Once these details are finalized, we will send a summary for your review and confirmation.

BILLING/PAYMENTS: Final payment of any outstanding total is required upon completion of the event. This will be presented on one check. No separate checks will be given to guests, except in the event of a cash bar. We accept cash, credit card or Copeland's gift cards. **We do not accept checks of any kind.** A 7.5% sales tax will be added to the final bill. **We do not add automatic gratuity.** Your event summary will show suggested gratuity amounts that reflect the industry standards for exceptional service, as your server's primary compensation is earned through tips. There will be no service charges unless specifically noted on your contract.

MISCELLANEOUS: Your private room will be available for a 2-hour window, beginning at your scheduled start time. ****There is a \$100 fee for an additional hour if you go over your time**** You are welcome to decorate your space, but please no glitter, confetti, table sprinkles, or anything that leaves permanent marks on walls, floors, or furniture. If you choose a buffet menu, your buffet will be setup in a location that is most feasible, both for your group and for the flow of the restaurant. This may be either inside your space or right outside depending on space constraints. You are welcome to bring in an outside dessert. We will provide the plates and utensils, but we do not cut/serve the dessert.