**FAQ:**

**\* What fees are included in our private dining areas?**

We do have food & beverage minimums, a Room fee and a Venue fee, which vary depending on the size of your group, the time of year, and the day of the week.

**Food & Beverage Minimum**- All food and drinks go towards the minimum, gratuity and tax is additional.

**Room Fee**- The room fee is waived if the food and beverage minimum is met.  If the minimum is not met, the room fee is added to the total bill for the unmet remainder.

**Venue Fee**- The Venue fee is a flat fee for reserving the venue

**\*What is the gratuity and Tax?**

The gratuity is 20% and the tax is 8.8%

**\*What is an admin fee?**

The administrative fee referenced herein is for administrative overhead, documentation, preparation, and other management of the event; such Administrative Fee is not, nor is it intended to be, a service charge, tip or gratuity, for wait staff, service employees or service bartenders.

**\*What is the cancellation policy?**

If, for any reason you need to cancel within 72 hours or less. This will result in 100% payment of the minimum amount and sales tax.

**\*Is there a deposit to secure event space?**

In order to secure your private event, a deposit of 25% of the food and beverage minimum and signed contract must be received. The deposit will be deducted from the final bill. Payment in full is required at the completion of the event. All deposits are non-refundable.

**\*What forms of payment do you accept?**

We take all major forms of payment, AMEX/Visa/ Discover/MasterCard and cash. No Checks please!

**\*How is my final bill presented?**

Your final bill will be presented at the end of your event after all food and beverage has been added. If you do not meet the minimum, the remainder is added as the room fee.

**\*Can we have separate checks?**

All food and beverage does have to be all on one check. We can take up to two forms of payment.

**\*What if I did not want a private event with a minimum, but have a large party?**

If you have a large party and do not need a private space, you can contact the restaurant to check availability and accommodations.

**\*What if I want a private event with a tasting incorporated into your private**

**event?**

Tastings can be incorporated with private events. Additional fees apply.

**\*Are there preset menus available?**

We offer different set menu options that can be served buffet style or family style. There are set menus for dinner as well as the hors d’oeuvre menu if you would prefer heavy appetizers. No menus are placed in front of guests. Servers can give a detailed description of food.

**\*How are beverage purchases handled for large groups?**

We can accommodate a variety of options for beverage purchases. The three most common choices are [1] Pre Selected beverage package. [2] to provide an “open bar”, where guests can order from our full bar and wine lists with the charge going on the host’s check, [3] a “cash bar” where guests pay for their own drinks, and [4] a limited drink list, where the host pays, but guests are limited to a pre-selected list of beverages.

**\*When do you need a final headcount?**

We need a final headcount 12 days prior to the event. If the party increases in size the day of, we will add on to the per person price based on the final headcount. If you have a decrease in guest count, we will honor your last guaranteed guest count provided 12 days prior. If the party increases in size the day of, we will add on to the per person price based on the final headcount. If you have a decrease in guest count, we will honor your last guaranteed guest count provided 12 days prior.

**\*When can I access the space for set up?**

We start to set up the room two hours prior to the event start time. You can come in 45 minutes prior to set up unless planned with the events coordinator prior.

**\*Is there internet access in the space?**

Yes - We will have a guest wifi network available.

**\*Can I bring my own dessert? Is there a cake-cutting fee?**

Guests are welcome to bring in their own desserts, such as birthday cakes. We do not have a cake cutting fee or a knife.

**\*Can I take home retail or wine if I do not hit the minimum?**

Bottles of wine, retail items, additional food and gift cards cannot be used if you do not meet the food and beverage minimum.

**\*Can I bring in my own bottle of wine? Is there a corkage fee?**

BYO is not permitted. All of the wines from our menu can be ordered for private events.

**\*Can I bring decorations?**

Decorations are allowed; however, we do not allow **CONFETTI** or **GLITTER**. Balloons, flowers, cake, banners are all acceptable as long as it does not do damage. Nothing can be taped to the wallpaper.

**\*Do your tables have linens? Can you get custom linens?**

We do not provide table linens, but please feel free to bring in any table décor. Our tables are dark wood color.

**\*Can I bring flowers, or can I get them through the restaurant?**

Guests are welcome to provide their own flowers for events. We can provide a preferred vendor list.

**\*Do you have the ability to show presentations?**

We do have a TV 55” that can be used for presentations or slide shows in our private dining room only. There is an HDMI port that can be used to display on the screen, a microphone plug in and sound. We do not provide the chords needed (HDMI) or the microphone.

**\*Can we play our own music in the space?**

You can play your own music through our speakers in the following event spaces:

**In the Bubble Barn-YES** \*Only October through April (this is because in the Spring, Summer and Fall there could be two different parties with a designated area of our Courtyard). There is a 3.5mm audio jack that can be used to play your own music. We do not provide the 3.5 mm cord.

**In the Private Dining Room and Courtyard-YES**\*Only October through April (this is because in the Spring, Summer and Fall there could be two different parties with a designated area of our Courtyard) There is a 3.5mm audio jack that can be used to play your own music. We do not provide the 3.5 mm cord.

**In Private Dining Room, Bubble Barn and Courtyard-YES**

**In the Winery-NO**

**\*Do you have parking?**

5 days a week from 8am 12am@ 643 N. Pennsylvania St.

Colorado Restaurant Association parking lot is also available for Carboy Winery and Logan Restaurant & Bar guests in the evenings after 5pm and all day Saturday and Sunday only