
THE TASTING ROOM

Private Party Policies and Options

Thank You for considering The Tasting Room for your private event. The Tasting Room is available for casually elegant dinner parties, creative tasting events, corporate meetings and educational demonstrations. All of the culinary and hospitality resources of Western Concepts Restaurant Group will be utilized to create Oklahoma's premiere dining facility. Whether a rehearsal dinner, cocktail party or business lunch, we will accommodate your needs at The Tasting Room from 10 to 100. Creating memories with a casually elegant private dining experience is our goal.

Capacity

Intimate Chef's table dinners for 10 to 20

Seated Dinners up to 48 people

Theatre seating up to 80 people

Cooking classes up to 30

Class room seating up to 40

Cocktails and Hors d'oeuvres up to 100
(With outdoor patio use, depending on weather)

Booking Policy: A 25% deposit of the estimated event total is required to reserve The Tasting Room for your event. Cancellations made within 40 days of event will forfeit deposit.

Minimum Charge:

This is not a room charge, but a food and drink minimum, which must be met in order to secure The Tasting Room for your use. The minimums are as follows:

Monday –Friday Lunch	\$800	Saturday Lunch	\$1000
Monday – Thursday Dinner	\$1000	Friday – Saturday Dinner	\$1500
Sunday	\$1500		

Event Times: Events have a 4 hour time maximum and must end by 11:00pm. Charge for extra time will depend on type of event and number of servers.

Staffing Charges: The number of servers will be determined by the number of guests and type of event. Depending on the type of event 1 server per 15 guests is typically what we schedule.

Administrative Service Fee: Events held in The Tasting Room will be subject to a 18% (20% for offsite catering) administrative service fee based on the pre-tax food and beverage total.

Other Charges: For seated dinners The Tasting Room will be set with black or white table cloths, black napkins and simple seasonal flower arrangements on the tables. Other linen options are available at additional costs as follows:

Solid Color Table Cloths	\$5 per tablecloth	Solid Color Napkins	\$1 each
Specialty Table Cloths	\$11-\$55 per tablecloth	Specialty Napkins	\$5 each

Flowers – We can arrange for personalized floral arrangements if you would like. The charge will be determined after determining your needs and consulting with our florist.

Bar – There is no additional set up charge for limited beer and wine service. However, if you would like a full bar to be set up in The Tasting Room or Courtyard a \$100 set up fee will be applied to the final bill.

Guest Count: Guest count will be taken one week before the event. If headcount is not given the number on the proposal will be used. A 20% upcharge will be added if numbers are over the final head count.

Food Service: Food Service will begin at the designated service time on your contract. Reception and buffet food service will not be displayed more than three hours per health code standards. In addition, it is the policy of The Tasting Room that no leftover food can be taken from an event per health code standards. If any guests have any food allergies, or special requests (vegetarians, vegans) please let us know what kind and how many so that our kitchen can prep for the proper amount of food. If no notice is given we might not be able to accommodate.

Decorations: The Tasting Room has limited decorating restrictions. You are allowed to bring in decorations of your choice including but not limited to additional lighting, candles, flowers, etc. All candles on linens must be encased in glass. No confetti or glitter. Nothing may be permanently affixed to the walls inside the venue, although we do allow blue painters tape to be used to hang posters or pictures. We do not allow loose feathers decorations or feather boas to be used for décor purposes. If you wish to use feathers as a part of your décor or centerpieces please bring in an example for approval to your event coordinator.

A/V: The Tasting Room is equipped with a state of the art audio video system. Access to the system is available as follows:

House music	N/C	Ipod hook up	\$25
Microphone	\$50	DVD player	\$25
VGA or Bluetooth access	\$50		

Event Payment: Final Bill must be paid the night of the event unless other arrangements have been made with an Event Coordinator. If balance is not paid within 30 days a 5% delayed interest rate will be charged. This initial 5% figure is then added upon each recurring 30 day period until the full amount is received.