



## PRIVATE EVENT POLICIES & CONTRACT

### ACCOMODATION POLICIES

Rafns' can accommodate up to 38 guests for private events. All private events are reserved for a 3-hour period. Additional time will be billed at \$100 per hour.

### MENU

All guests will be served your selected menu. All food consumed must be provided by Rafns', however cakes may be brought in subject to a \$3 per guest plate service fee. Rafns' only uses the best specialty products from local sources. Therefore, your menu selections, quantities and final guest count must be finalized 14 days prior to your event, giving us ample time to place our orders.

### ALCOHOL

Rafns' serves beer, wine and cocktails. Corkage fee is \$20 per 750ml bottle. All guests must drink responsibly. Under-age drinking is not allowed. Three drink maximum per person. Rafns' reserves the right to refuse alcohol service from any guest for any reason.

### FINAL CONFIRMATION & PAYMENT

A signed contract is required to solidify your event. You must notify Rafns' by telephone or e-mail a minimum of 14 days before your event to confirm final guest count, menu, quantities, and dietary restrictions. All private events will be billed for the confirmed number of guests and confirmed menu. Additional charges for beverages, corkage fees, any additional food items and 18% gratuity will be applied to the bill on the day of your event.

A deposit of 50% of the food and beverage minimum is required at the time of booking to secure your date. All deposits are non-refundable. Rafns' requires a minimum food/beverage order for all private events as follows: \$800.00 for lunch, \$1,500.00 for dinner Tuesday through Thursday and \$2,200.00 for dinner Friday through Saturday. Special events on Sunday and Monday will be subject to a \$2,200.00 minimum. *(Food and beverage purchase minimums do not include gratuity. Although, gratuity is only factored based on actual food & beverage purchases if minimum is not met.)*

If your party does not meet the food and beverage minimum, the remaining balance will be charged to you as a "room fee".

## GUEST ARRIVAL & PARKING

Our facilities will not be available to your party until the arrival time established at the time of booking. No early arrivals please. On-street parking is available on Court St. and other neighboring downtown streets. We also recommend the free parking at Chemeketa Parkade located on Chemeketa & Commercial Streets. Please do not leave valuable items inside your car. Rafns' is not responsible for damaged or stolen property.

Directions can be found on our website: [www.rafns.com](http://www.rafns.com).

## MISCELLANEOUS

Decorations and additional table adornments are only allowed with prior approval. No glitter or glittery items/decorations, firm. No outside music or musicians are allowed without prior approval.

For safety reasons, Please do not rearrange tables and chairs. If you have specific requests about seating arrangements, please let us know in advance.

We encourage you not to bring children under the age of five. Children in attendance will be charged the same as adults regardless of age. Children in attendance must remain seated for the duration of the event.

Any damages resulting from your use of the facility will be your responsibility.

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To book your private event, this contract must be completed, signed, and returned to Rafns'.

Date & Time Requested: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Occasion/Guest of Honor: \_\_\_\_\_

Tentative Guest Count: \_\_\_\_\_

I, the undersigned, have read and agree to the above private event policies of Rafns' and submit my request to reserve the facility for the date stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_