

PAYMENTS

Is there a room rental fee associated with booking a private party space?

No, we do not charge a room rental fee to book a private party space. Hosts are simply required to commit to the agreed-upon spending minimum for their event.

Is there a deposit required to book a private party space?

We do not require a deposit; however, a digital contract must be signed and a credit card on file is required to secure a space on a specific date. Any damages incurred during the party may be charged to the host's card on file and the host will be notified of any charges. A \$100 cancellation fee will be applied if we are not given a 14-day notice of cancellation. A \$300 no-show fee will be applied if the entire party fails to show up without notice or cancelling first.

How is payment handled for the event?

All payments will be handled on-site at the conclusion of the event. We do not charge anything prior to the event date and cannot accept payment after the event date. We accept cash, Mastercard, Visa, Discover and American Express on-site.

How is the gratuity handled?

Gratuity is not automatically added to any payments during an event. If your guests will be paying individually, please be sure to notify them of this. Upon payment, we suggest leaving 20% gratuity for the staff working your event. The gratuity will be divided equitably among the staff.

SPENDING MINIMUM

What is a spending minimum?

A spending minimum is the required minimum dollar amount that parties must spend on-site during an event.

What happens if my party does not reach the spending minimum?

If a party does not meet the required spending minimum, the host will be responsible for paying the remaining balance. The balance can be paid outright by adding it to the host's tab or the card on file, or by purchasing products, such as bottles of wine, to take home.

If I'm hosting my event at a bar that has both food & beverages, do I have to order food AND beverages for my event?

There is no requirement to order both food and beverages for your event. The spending minimum may be met with food or beverages, or both. Most bars do not serve food on-site, so the spending minimum will need to be met with beverages only. Preferred and outside catering costs cannot be applied to the spending minimum.

Does the spending minimum have to be reached on one card, or will individual tabs go toward the spending minimum?

All orders, whether on a group tab or individual tabs, will go toward the spending minimum.

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DURING THE EVENT

How long can I book a private party space?

We typically book private party spaces for a 3-hour timeframe. Some locations offer a 4-hour timeframe. Please refer to the locations' private party packet for specific information. You are welcome to book for a shorter timeframe if you'd like. However, any time beyond the location's typical timeframe will be subject to an increased spending minimum.

Can we stay later than our agreed-upon timeframe?

Keeping the reserved space private past your event timeframe is up to the discretion of the manager working on-site during your event. While your private event may end, we do not require that you exit the bar entirely – you're welcome to move your group to the public area of the bar to continue the fun!

Who should I contact if I have any last minute questions/changes?

Please contact our private party sales manager, Sydney Haussler, with any changes or questions. She is available Monday - Friday from 9am - 5pm. If your event falls on a day or time when Sydney is out of the office, please contact the bar directly for any last-minute emergencies and questions.

Who will be my on-site contact?

A 4EG manager will be your main on-site contact. The management staff is aware of all of your event details and will be anticipating your group's arrival on the day of your event. The manager, as well as your server or bartender, will be available to assist with any needs throughout your event.

