



Special Events and Catering Information Sheet

IN-HOUSE CATERING & EVENTS:

HOURS & AVAILABILITY:

- Two hour minimum to rent out the restaurant space
- Private events must be held outside of regular business hours
 - o Restaurant open daily from 8:00am – 2:00pm
 - o Private event availability from 4:00pm – 9:00pm

GUEST COUNT MAXIMUMS:

- 45 person maximum, to rent the space

BOOKING/FEES:

- All events have a \$300 food and beverage minimum
- In order to book an event, a \$300 deposit is due 30 days out. Client will then fill out a general information form to be kept on file
- Private events will include a \$150 venue fee
- Chez Genese events and catering will include a staffing fee, service fee, and tax (price depending on service style)
- Final headcount and menu is due 10 days out with a final payment due 7 days out
- Credit card payments over \$300.00 will include the 2.75% processing fee

EXTERNAL CATERING & EVENTS:

HOURS AND AVAILABILITY:

- External catering may be held between 7:00am and 7:00pm
- Drop-off, disposable catering only

CATERING MINIMUMS AND MAXIMUMS:

- 10 person minimum, 30 person maximum for external catering

FEES:

- Chez Genese catering will include tax and a delivery fee

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