



Special Events and Catering Information Sheet

IN-HOUSE 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 Wednesday-Monday 8:00am – 2:00pm
 - o Private events available Wednesday-Monday 4:30pm – 9:00pm
 - o Private events available Tuesdays 8:00 am – 9:00 pm

GUEST COUNT MAXIMUMS:

- 40 person maximum for sit down events
- 50 person maximum for floating, mingling events

BOOKING/FEES:

- Private event venue fee for two hour events:
 - o Weekdays: Monday-Thursday \$200.00
 - o Weekends: Friday-Sunday \$400.00
 - o \$75.00/hour for events beyond two hours
- In order to book an event, a \$300.00 deposit is due 30 days out with a filled out “Chez Genese Event Contract” to be kept on file. Credit card payments over \$300.00 will include a processing fee
- Chez Genese events and catering will include staffing fee, service fee, and tax (dependent on service style)
- Final headcount and menu are due 21 days out with a final payment due 14 days out

EXTERNAL CATERING:

HOURS AND AVAILABILITY:

- External catering may be held between 7:00am and 7:00pm
- Order must be placed 72 hours before catering pick up or delivery
- Drop-off, disposable catering available
- Staffed off site catering available

CATERING MINIMUMS:

- Breakfast- \$100.00 minimum
- Lunch- \$75.00 minimum
- After 4:00pm- \$150.00 minimum

FEES:

- Chez Genese catering will include tax and a delivery fee
- Staffing fee, service fee, and rental fee may be included, depending on catering needs