

Private Dining Policies

Confirmation of Reservation

The reservation is not confirmed until a credit card has been given as a deposit and a signed contract has been received.

Menu and Beverage Selection

Menu Selections may be chosen from the options provided. Selections must be made within seven days prior to the reservation date. If no menu is chosen, Hefner Grill's Standard Private Dining Menu will be implemented. Outside food and beverage is strictly prohibited with the exception of cakes or cupcakes.

Private Bar

Hefner Grill has a private bar that can be fully stocked and available as an open or limited bar. Opening the private bar would add \$150 to the final food & beverage minimum.

Audio Visual Equipment

Hefner Grill's audio-visual equipment consists of: projector, projector screen, VGA hookup and DVD/CD player. Arrangements must be made prior to event to test any AV equipment and laptop hookup. If no prior arrangement has been made Hefner Grill will not be responsible for AV system usage on the day of the event. All AV equipment used by guests must be returned immediately after the event. Failure to do so will result in additional charges.

Guest Count

The final guest count is due five days prior to the event. Maximum capacity is 56 guests.

Table Cloths

Black table cloths will be available for a one-time charge of \$25.

Gratuity

Standard gratuity is 20% of the total bill.

Cancellation

All cancellations must be received by management one week prior to the event. Failure to cancel in the appropriate time will result in a cancellation charge for the room. Private Dining Policies

Within 6 Days Prior

AM: \$100 Monday-Sunday

PM: \$250 Sunday-Thursday

PM: \$300 Friday-Saturday

Day of Notice

AM: \$150 Monday-Sunday

PM: \$300 Sunday-Thursday

PM: \$500 Friday-Saturday

