

# POLICIES

## MENUS + GUEST GUARANTEES

Parties over 15 people are required to select one of our pre-set menus listed in this packet or develop a limited menu with a manager. We ask that you make final menu decisions no later than 7 days prior to your event date.

The guaranteed guest count is due by 12 noon (3) days prior to your event date. We will bill you for the guaranteed number, plus any additional meals served, or the specific food and beverage minimum, whichever is more.

## MINIMUMS

Food and beverage minimums apply. Please contact one of our managers to discuss our minimums. Groups that do not reach the contracted food and beverage minimum will have the difference added to the bill as a room rental charge. Minimums must be met before tax, service fees, audio/visual rental, or any other miscellaneous charges are applied.

## CANCELLATION

Groups that provide notice of cancellation are subject to the following charges unless a confirmed rebooking has occurred within 30 days of the cancelled event:

- Day of the event: 100% of the F+B minimum or pre-order
- 1-3 days prior to event: 75% of the F+B minimum or pre-order
- 4-7 days prior to event: 50% of the F+B minimum or pre-order

## SERVICE CHARGES

All Food and Beverage are subject to an 20% service charge paid solely to the employees serving your function (limited to wait staff, service employees, and bartenders).

## PAYMENT

Full payment for your event is due at its conclusion. A credit card authorization form must be completed with our accountant to secure your reservation no later than one week prior to your event date. Direct billing is available with the completion of the credit card authorization form for discretion. Other forms of payment include Visa, Mastercard, American Express, Discover, and Cash.

## TAX BREAKDOWN

Current State and City Sales tax on food is 12.025% and 14.525% on liquor.

Breakfast Meetings • Business Lunches • Social Hour Receptions • Birthday Parties • Family Reunions • Business Dinners • Wedding Receptions • Rehearsal Dinners • Retirement Parties • Holiday Gatherings • Bachelor/Bachelorette Parties

Please reach out for more details or to book your event with a manager at Wood + Paddle today!



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