



MINT+CRAFT
CAFE AND MERCANTILE

Thank you for choosing Mint + Craft for your special event. Our handcrafted fare and classic downtown SLO location make us the perfect venue for your large party needs. Mint can accommodate up to 26 guests inside for a sit down family style dinner, and up to 30 guests on our patio. For a casual mingling affair we can accommodate up to 45 guests utilizing both spaces.

For all parties we require the following contract, a Credit Card Authorization form, and a pre-arranged menu for your reservation (there are no exceptions to this rule). The minimum cost to reserve mint for your private event is \$1500. The final cost will depend upon the menu and beverage selection. Please contact Natalie at events@mintandcraft.com for menu options and more information for booking your event at Mint + Craft. We look forward to being of service to you.

TIME: Your party has up to three hours to enjoy your event. If your guests exceed the three hours, you may be charged an additional fee of \$200 per each half hour beyond your reservations scheduled time. The host may arrive to the event space fifteen minutes prior to your reservation time, in order to add any personal touches of décor (flowers, table centerpieces, etc.) for your celebration. All communication regarding decorations and the timeline associated with them, must be confirmed via email between the Client and the Event Coordinator. Additional time for your event may be purchased in half-hour increments and must be agreed upon and confirmed via email between the Client and the Event Coordinator at least 10 days prior to your reservation.

It is important that you and your guest arrive on time for your reservation. Your allotted three hours will start at the agreed upon reservation time and will not be extended to accommodate any tardiness on your party's behalf.

MENU: Menu selections must be confirmed no later than 7 days prior to the event. All changes to the original menu selections must be confirmed via email between the Client and the Event Coordinator.

DIETARY RESTRICTIONS: While planning the menu for your large party, we ask that you take into consideration any dietary restrictions your guest may have. Mint + Craft will do our best to accommodate everyone's needs. We will be unable to alter the dishes for your pre-arranged menu during the time of your event. In the case of a last-minute dietary restriction we will do our best to accommodate your guests needs.

FINAL GUEST COUNT: You will be charged according to your pre-arranged guest count, which must be received in documentation via email, fax or paper. Final guest counts must be confirmed no later than 7 days before the date of your event. You will be charged appropriately for any additional guest beyond your confirmed guest count. We will make every effort to accommodate any last-minute increases in your party size, if possible, though is not guaranteed.

FEES: A nonrefundable deposit of \$200 is required to confirm your event and will be applied towards your final bill (*please see attached credit card authorization form.*) Our corkage fee is \$15 per bottle of wine. No other spirits may be brought into Mint + Craft for consumption. Dessert plate fee should you want to bring a special dessert in is \$2.50 per person.

CANCELLATION POLICY: The Client must cancel via direct email to the Event Coordinator a minimum of 7 days before the confirmed reservation date. Should you choose to cancel less than 7 days before your event or fail to show up for your reservation, you will be charged a fee equal to the cost of your pre-arranged menu and beverage package(s). Please complete and return the attached credit card authorization form to cover these fees if necessary.

FINAL PAYMENT: Payment is due at the close of your event. The final bill is unable to be split. Please plan accordingly. Mint + Craft accepts VISA, MASTERCARD, AMEX, DISCOVER, and cash. We do not accept personal checks.

ADDITIONAL INFORMATION

- Outside food and alcohol (other than bottles of wine) will not be allowed on site.
- Guests who order, consume, or are in possession of an alcoholic beverage on Mint + Craft premises are required to provide a valid form of identification upon request.

Upon review and acceptance of these policies and the following details surrounding your event, please sign below and return this document to the Events Director to confirm your Large Party reservation at Mint + Craft.

Email this document to events@mintandcraft.com

Host Name (printed):	Host Email Address:	Host Phone Number:
Event Date and Time (Requested):	Initial Guest Count:	Host Signature: