



PRIVATE ROOM RESERVATION INFORMATION SHEET

"Eat, Drink, Relax...We'll take care of the rest"

We are very excited about the opportunity to work with you and your group. The Strawberry Café's goal is to provide quality service, while taking care of the necessary details, so you and your guest, can truly enjoy this special time.

If you have any questions concerning the Private Room Agreement, room accommodations or availability, food & beverage minimums, menu options or any additional ways we may be of service please let us know. The event coordinator can be reached by calling 601-856-3822 or emailing eat@strawberrycafemadison.com. Thank you for considering Strawberry Café to host your special event...we look forward to working with you!

PRIVATE ROOMS RENTALS

A food and beverage minimum is required to reserve space privately (see below chart for room accommodations, available times and food and beverage minimums associated with each). There is no "rental fee" for reserving our private rooms. To book the private rooms, the party agrees to spend the minimum on food and beverage before tax, gratuity, and other fees. Only inhouse food and beverage sales apply toward the minimum. If the minimum is not reached, the difference will be applied to the final bill.

	Available Times	Madison Room <i>(20 person max)</i>	Magnolia Room <i>(14 person max)</i>	Madison & Magnolia Room <i>(32 person max)</i>
Lunch, Mon.-Thur.	11:00-1:00	\$350.00	\$250.00	\$700.00
Lunch/Brunch, Fri. & Sat.	10:30-2:00	\$450.00	\$375.00	\$850.00
Dinner, Mon.-Thur.	5:00-7:00	\$650.00	\$500.00	\$1,200.00
Dinner, Fri. & Sat.	4:30-7:30	\$850.00	\$600.00	\$1,500.00
Brunch, Sunday	<i>times tbd</i>	<i>minimum tbd</i>	<i>minimum tbd</i>	<i>minimum tbd</i>

RESERVATION TIMES

In some cases, only certain times are available for reserving the private rooms. The available times are listed above. However, private party reservation times are booked at the discretion of the event coordinator.

We allow a maximum of 30-minutes prior to the scheduled reservation time for set up. Due to space limitations only 3 people will be allowed in for set up.

The private rooms are reserved for a 2-hour maximum (this does not include the 30 minute "set up" time). Minimums listed above are based on a 2-hour reservation time. If the 2-hour limit is surpassed, the minimum will increase 50% per additional hour. Accommodations for more time can be discussed prior to the reservation with the event coordinator. Please note, for extended reservation time, the food and beverage minimum will increase from amount listed above.

MENU SELECTION

Due to limited space accommodations all parties are seated service with menu selection. A minimized menu is required for parties of 15 or more. The event coordinator will consult with you on creating a minimized menu perfect for your special event. The minimized menu must be finalized 2 weeks prior to the scheduled date, or a standard minimized menu will be selected by the event coordinator.

Outside food and beverage are not permitted. We appreciate your consideration and cooperation.

GUEST COUNT

Final guest count must be confirmed 1 week prior to the scheduled event date. Additional accommodations may not be available in the event the number of guests exceeds the final guest count provided. If the guest count is less than expected, the host is still responsible for the food and beverage minimum.

SPECIAL SERVICES & AMENITIES

The Strawberry Café can provide some additional services and amenities, i.e. table linens, candles, etc. Linen tablecloths are charged at \$3.00 per tabletop. Linen napkins are available upon request Monday-Saturday for lunch or brunch parties for 50¢ each. Please discuss any other needs with the event coordinator so that we may better accommodate you and your guest. Additional fees may apply for requested services and amenities. Any such fees do not apply toward the "food and beverage minimum, and will be listed accordingly on the final bill.

We do not allow glitter, confetti, or such items for decorations. All balloons must be tied down securely (there are ceiling fans in the private rooms). We also do not allow items to be taped on pinned to the walls or doors.

PAYMENT & GRATUITY

The event coordinator will discuss payment and tipping options. We are sorry for any inconvenience but there will be no separate checks for parties of 12 or more. Final payment plans must be confirmed with the event coordinator 1 week prior to the reservation.

DEPOSIT & CANCELLATION POLICY

There is a \$100.⁰⁰ non-refundable deposit to hold your private party reservation. A credit card is required for your deposit. The deposit will only be charged to the card if a cancellation occurs. If cancellation occurs within 72 hours of the reservation time, the booking party assumes responsibility for the food and beverage minimum in full. Your signature on the Private Room Agreement authorizes the applicable cancellation charge to be applied to the card on file.

FINALIZING THE PRIVATE PARTY RESERVATION

To reserve the private dining room(s) the Private Room Agreement below, must be filled out, signed, and returned with the deposit information. Signature on the Private Room Agreement confirms that party host agrees to the terms and conditions set forth by The Strawberry Café and the event coordinator for reserving the private room(s). The event coordinator will confirm your private reservation and plans for menu selection, guest count and other details for the party will follow as stated above.



PRIVATE ROOM AGREEMENT

EVENT DETAILS

DATE OF EVENT _____ NUMBER OF GUEST _____

EVENT OCCASION _____

RESERVED ROOM NAME _____ FOOD & BEVERAGE MINIMUM _____

(i.e. Madison, Magnolia room... see above for room names, food & beverage minimums associated with each space. Minimums listed under Private Room Rentals may vary and are subject to change.)

RESERVATION TIME _____ (guest arrival) TO _____ (guest departure) SET-UP TIME _____

Please review the section pertaining to the "Reservation Times" available. There is a maximum of 30 minutes prior to the guest arrival time for set up.

HOST CONTACT INFORMATION

HOST NAME _____ EMAIL _____

PHONE # _____ ALTERNATE PHONE # _____

(phone number should be where you can be reached on the day of your event)

DEPOSIT INFORMATION

NAME ON CARD _____ CREDIT CARD TYPE _____

CC NUMBER _____ EXPIRATION DATE _____ SECURITY CODE _____

SIGNATURE _____ DATE _____

(Signature on the Private Room Agreement authorizes the applicable cancellation charge to be applied to the card provided above)