



## Private Function Terms & Conditions

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Room Minimums are listed before 8.5% NH Meals tax and 20% labor fee. The following minimums are for “evening” hours which Ember recognizes as 4pm-11pm. Event space is rented for four hours. Nighttime minimums are inclusive of both food and drink purchases.

### Evening Minimums

<b>Upstairs:</b>	Friday or Saturday	\$3,850
	Thursday	\$2,200
	Tuesday - Wednesday	\$1,650
<b>Upstairs Lounge:</b>	Tuesday - Saturday	\$500
<b>Downstairs:</b>	Friday or Saturday	\$2,750
	Thursday	\$2,200
	Tuesday – Wednesday	\$1,650
<b>Entire restaurant:</b>	Friday or Saturday	\$8,000
	Thursday	\$5,000
	Tuesday – Wednesday	\$3,500

The following rental fees are for “daytime” hours which Ember recognizes as 10am-3pm. Event space is rented for four hours.

### Daytime Rental Fees

<b>Upstairs:</b>	Friday or Saturday	\$750
	Tuesday - Thursday	\$500
<b>Downstairs:</b>	Friday or Saturday	\$600
	Tuesday - Thursday	\$300
<b>Entire restaurant:</b>	Friday or Saturday	\$1,000
	Tuesday - Thursday	\$6,00

## Room Capacity

<b>Upstairs:</b>	Seated	50 guests
	Cocktail style	120 guests
<b>Lounge:</b>	Seated	16 guests
	Cocktail style	25 guests
<b>Downstairs:</b>	Seated	25 guests
	Cocktail style	50 guests

### **Deposits**

The deposit to reserve function space is non-refundable. The deposit must be made with a valid credit card or corporate check. Checks should be made payable to “*Ember Wood Fired Grill.*” In addition to the deposit, a valid credit card must be given to keep on file.

### **Cancellation**

3+ months prior to event – non-refundable deposit, no additional charge

60 days prior to event – non-refundable deposit, \$10 charge per person (guest count) applied to credit card on final based on contracted guest count

10 days prior – non-refundable deposit, plus client will be charge for 50% of the contracted event minimum.

72 hours or less - If cancelled within 72 hours, the client will be charged in full based on the final minimum count.

### **Labor Charge and Tax**

Please account for an 8.5% NH meals and room tax in addition to the menu pricing. A 20% labor fee will be added to the final bill that will cover labor costs for staff.

### **Menu Planning**

Selecting a menu for the scheduled event must be submitted **no later than 14 days prior to the event.** Any dietary needs or requests such as any type of food allergy, gluten-free items, soy-free items, or nut-free items, and vegetarian/vegan options, should be made at this time. **Pricing of all food is subject to change pending on cost.**

### **Guarantees**

A guaranteed guest count will be due 10 days prior to the scheduled event. After that date, we can only accept increases in the guest count. We will charge for the guaranteed number of guests or the actual number of guests that attended, whichever is greater.

### **Payment**

The preferred method of payment is credit card, cash or corporate check. Personal checks may be accepted with prior arrangements with the restaurant.

## **Parking**

There is a 5-story parking garage directly next to our building.

## **Outside Food**

Per state regulations, all food, except for cakes, must be prepared and served by the restaurant (Ember Wood Fired Grill). If you have booked a sit-down or buffet dinner and choose to bring in your own cake, there is no reduction of price for your dinner but we would be happy to cut and serve your cake. Cakeage fee is \$3 per person, or \$100, whichever is less.

*\*Due to health department guidelines, no function food may leave the restaurant.*

## **Handicap Accessibility**

The first floor of the restaurant is completely handicapped accessible. We do not have an elevator so the Upstairs Dining Room and Lounge (upstairs) cannot be accessed if using a wheelchair.

## **Decorations**

Guests may decorate any area of the restaurant which has been booked with prior approval from the Event Coordinator, or General Manager. We ask that you kindly remove and/or clean up any items that you may have brought in for your function at the end. We do not allow rice, confetti, glitter, or anything of the like. A \$150 “clean-up” fee will be charged to the client’s card on file if any decorations are left behind. Any damages done to the restaurant will be the financial responsibility of the client booking the event space.

## **Music & Entertainment**

Both dining rooms can accommodate music or television stations received through the local Comcast channels that are available to us. We allow piano players, solo acoustic performers, etc. to play for private events. If you choose to book entertainment for your function, the music cannot affect dining customers in other areas of the restaurant. Please let the Event Coordinator or General Manager know if you plan to book entertainment.

## **Complimentary Wi-Fi**

Please ask a staff member for our password and any assistance you may need.

## **Rental Items**

Ember Wood Fired Grill has a variety of items available to rent for your private event. You may also bring in your own equipment at no extra charge. Rental prices are for the duration of your booked event. If using a laptop, “presenters” must provide their own output cords. Please let the Event Manager know what equipment you plan to bring in so we can be sure we can accommodate specific needs.

Ember Rentals:

Laser pointer	\$30
LCD Projector	\$50
Projector Screen	\$50
Speakers with microphone	\$100
Tablecloth linens (inquire about size & colors)	\$12 ea.



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I, (please print name) \_\_\_\_\_, have read through and agree to the above terms listed by Ember Wood Fired Grill of 1 Orchard St. Dover, NH 03820 for my event booked on \_\_\_\_\_. I understand that my deposit to reserve is nonrefundable, that I must provide the restaurant with my final guest count & final payment no later than 10 days prior and agree to all other terms listed on this contract.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date Signed