

## Large Party Policies And Fees

- Parties of **10-19** people are given a firm **2 hour time limit** for their experience. We charge a **\$75 cancellation fee** for said parties should the reservation be canceled **within 24 hours of the set time**.
- Parties of **20 - 25** people are given a firm **2.5 hour time limit** for their experience. We charge a **\$100 cancellation fee** for said parties should reservation be canceled **within 24 hours of the set time**.
- Parties of **20 - 25** will be provided with set menus (breakfast, brunch, or lunch). The reservation coordinator will arrange this via email with the party contact ahead of time.
- A **\$75 staffing fee** will be added to the total bill if a party **increases to 26 or more people**, (including children ages 5 and up), **or**, if a party **exceeds the 2.5 hour time limit**. This fee is non-negotiable.
- Claire's registers cannot process split checks **beyond a total of 3 transactions per entire bill**. The total amount can be evenly divided between 2-3 credit/debit cards, or the same amount of cash transactions instead. (Cash and card may also be combined, provided that it's divvied up 3 ways in total).
- **20% gratuity is automatically included on the bill for all large parties of 8 or more.**
- Below is a list of optional specialties to add to your reservation (please do so at least 24 hours in advance):
  - \* **Gift table** - \$20 \* **Cake table** - \$25 \* **Cake cutting** - \$2 per person \* **Corkage fee** - \$20 per bottle (except Happy Hour)
- If you plan to bring decorations for your table for any reason, please be advised that because of Claire's high volume turn-over, decorating your table **will** cut into your reservation time limit.
- If you plan to bring a cake, it will be stored at room temperature inside our house, as we do **not have fridge space**. (Note: You will not be charged a cake cutting fee if you cut the cake yourself with your own cutting utensils, and provide eating utensils and plates for your guests).
- Claire's is an outdoor-seating restaurant, and while we have umbrellas to cover our tables, the sun over the water can be quite intense for those with sensitive skin and eyes. We suggest that large party coordinators tell their guests to bring hats and sunglasses, and/or sunscreen as a precautionary measure.
- We reserve the right to refuse service at the discretion of restaurant management.

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**Credit Card Authorization:** I, \_\_\_\_\_, authorize *Claire's at the Museum* to charge my credit card according to the Claire's cancellation policy agreement. I guarantee payment in full of the account as described.

Day & Date of Reservation: \_\_\_\_\_ Time Limit: \_\_\_\_\_ - \_\_\_\_\_

Type of Event: \_\_\_\_\_ Party Size: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Billing Address: \_\_\_\_\_

**Card Type:**  Visa  MasterCard  American Express  Discover

**\*\*Credit Card Holder's Name:** \_\_\_\_\_

**\*\*Credit Card Number:** \_\_\_\_\_

**\*\*Expiration Date:** \_\_\_\_\_ **\*\* Zip Code** \_\_\_\_\_

**\*\*Keep Card on File:**  Yes  No