

## **Private Dining Policies**

### **Capacity**

See separate room specifications. We can assist you with layout of all tables and chairs.

### **Menus and Counts**

To allow for proper planning, we require a finalized menu and guest count one week before the event.

### **Guarantees**

If a confirmation is not given at the appropriate time, Pat's of Henderson will assume the indicated attendance previously discussed is correct and charges will be made accordingly.

We reserve the right to move the event from one function room to another based on an increase or decrease in the number of expected guests.

### **Financial Arrangements**

A \$100 deposit for Friday-Sunday events or \$50 for Monday -Thursday events is required to reserve a private room. A reservation is valid for no more than 7 days without receipt of the deposit. Payment may be made by cash, personal or corporate check, or credit card.

### **Cancellations**

Events may be cancelled, with approval of Pat's of Henderson, without any penalty to the client, up to 30 days in advance of the date reserved. Events cancelled with less than 30 days notice forfeit the deposit.

### **Alcohol and Beverage Service**

Alcohol and beverage service is available. Please consult with your event coordinator for options and costs.

### **Special Services**

Pat's of Henderson is happy to work with you on the special requirements of your event. Please consult with your event coordinator to arrange for flowers, special occasion cakes, or audio visual equipment.

**Conduct**

Pat's of Henderson reserves the right to approve the type of functions held on our premises. We will not accept certain kinds of parties deemed inappropriate for the facility, due to size or nature of the event. We are concerned for all of our clients and wish to ensure that no event become disruptive.