

The Fedora



1726 W Kathleen Avenue
Coeur d'Alene, Idaho
208-765-8888

Private Dining Room Agreement

PRIVATE DINING ROOM & RESTAURANT CAPACITY

Our private dining room is located in the enclosed area towards the back of the restaurant. We can accommodate up to 40 people comfortably for a seated private dining event, a few extra chairs can be added if you don't mind a tight fit.

FEDORA'S SERVICE IS "OUTSTANDING"

Our culinary staff offers customized service to meet any desire. Anything from high-end Stellar Table service to large party receptions ... we can make it happen. Our superior cuisine and service are sure to guarantee total guest satisfaction.

MENU OPTIONS

Our regular menu is used in the Private Dining Room. The Host may choose up to 4 entrees for his/her guests to choose from. Our Catering Director can assist you in this process.

NO SMOKING

The Fedora is a smoke-free facility. All smoking is strictly prohibited in all areas of the restaurant, including the dining room, bar and patio.

PRIVATE DINING MINIMUMS

Private Events are subject to a minimum food and beverage requirement (see table below), plus Gratuity/Service fee of 19% and tax. Minimums do not include gratuity/service fee, rentals, extra charges or tax. If minimums are not met, the difference of the minimum will be added to the final bill.

EXAMPLE: Your minimum food and beverage is \$250. You spend \$200 in food and beverages. Fedora will add an additional fee of \$50 to your final bill.

For Special requests or clarification please email Tina Bishop, Catering Director at fedora.catering16@gmail.com or 509-496-7953

PAYMENT OPTIONS

All prices quoted are based on cash payments.

- 4.1. Payment by Managers Check or Credit Card will be subject to a service charge of three percent
- (3%) per amount of transaction and are due (13) business days prior to event date.
- 4.2. Check payments are due thirteen (13) business days prior to event date.
- 4.3. Cash payments are due ten (10) business days prior to event date.

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CANCELLATION POLICY

Cancellations made up to 30 days prior to event date there will be no additional amount owed since you paid the \$50 non-refundable deposit. Cancellations made up to two weeks prior to event date an additional \$50 will be charged to either your credit card on file or a bill will be sent out (this charge covers coordination and other incurred costs). Any cancellations made within 2 weeks of event date will be billed the full price of the minimum food and beverage charge given at the time of event booking. Any cancellations made within the 72 hours will be fiscally responsible for all food and other costs associated with the planned event based on the final guaranteed attendance.

MINIMUM FOOD & BEVERAGE TABLE

Sunday thru Friday Lunch ... 11:00am - 4:00pm	Minimum food & beverage \$150
Saturday Lunch ... 11:00 – 4:00pm	Minimum food & beverage \$250
Sunday thru Thursday Dinner ... 4:00pm - 9:30pm	Minimum food & beverage \$250
Friday & Saturday Dinner ... 4:00pm – 9:30pm	Minimum food & beverage \$350

PRIVATE DINING ROOM LAYOUTS

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The Fedora AT-WILL PRIVATE DINING ROOM AGREEMENT

Date of event: _____

Time of event: _____

Number of guests: _____

Occasion: _____

Name of Event or Company (if applicable): _____

Contact: _____

E-mail: _____

Address: _____

Phone Number: _____

Person fiscally responsible: _____

Credit Card number (for deposit): _____

Expiration date: _____ Security number: _____

(OR)

Paid with: CASH _____ CHECK # _____

I understand and agree to the policies and terms stated in The Fedora's At-will Agreement. I will contact The Fedora's Catering Director with my menu choices and final head count no later than 10 business days prior to my event. I understand that I can add, but not delete from my head count up to 72 hours prior to my event. I understand that I am fiscally responsible for that number. A deposit of \$50 is required to insure my reservations, but will go towards my final bill. It is agreed that my deposit will be non-refundable. Separate checks will be permitted at the discretion of the Catering Director and/or the General Manager at the time of signing this agreement.

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Reservations and Date is not guaranteed until: The Fedora's Catering Director has received my At-will agreement signed along with the non-refundable deposit.

At-will agreements must be delivered in person, mailed or e-mailed to the attention of Tina Bishop, Catering Director fedora.catering16@gmail.com or 509-496-7953. If e-mailed or mailed you will receive an e-mail from The Fedora's stating that we have received your information and that your date is secured.

Client Signature: _____

Date: _____

Catering Director: _____

Date: _____

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