



Thank you for your interest in hosting an event here at The Hairy Lobster. We are excited about our Loft and Patio spaces that each provide a unique and comfortable dining space for any event. Combine that with our family style service and amazing food; and we have the ability to turn your event into a memorable one! We offer the opportunity for a sit down family style dinner or a stand up dine around cocktail event. We are also willing to custom tailor your event to any specific desires that you might have.

The Loft Area

The Loft area can seat up to 32 guests at one long table, or we can seat up to 55 at individual tables. We can accommodate 115 guests in a dine around format. The tables are zinc and seating is made up of a combination of chairs and leather and velveteen couches. The Edison lighting gives The Loft a warmth and coziness that partners with all our vintage china and our Heritage influence food beautifully! There is a satellite bar in The Loft to provide beer, wine, punch bowls, and any additional beverage that you might want to host upstairs. We also have a full spirit bar downstairs that can fulfill any of your cocktail desires. Our exceptional Pastry team can also make a designer specialty cake for any of your celebration needs.





Park Side Patio Area

On the patio, we have a private lounge area with festive couches available for cocktailing before sitting down for dinner. We can also accommodate up to 32 seated at one long table, or up to 110 at multiple tables. We have a couch area that is perfect for cocktailing before dinner time.



Private Dining Room Minimums and Cancellation Policy

The Loft

Dinner Service: Tuesday-Thursday a \$2000 minimum food and beverage consumption is required. Friday and Saturday a \$3000 minimum food and beverage consumption is required. This amount is exclusive of a service charge. If the minimum is not reached, the remaining difference will be charged as a room rental fee; exclusive of the service charge. We require a \$500 deposit to secure your preferred date. We will place a 24-hour courtesy hold on your preferred date, but please note that your reservation is not confirmed until the deposit has been secured. The \$500 will be applied to your total bill the day of the event.

Park Side Patio (seasonal)

Dinner Service: Tuesday – Thursday a \$2000 minimum food and beverage consumption is required. Friday and Saturday a \$3000 minimum food and beverage consumption is required. This amount is exclusive of a service charge. If the minimum is not reached, the remaining difference will be charged as a patio rental fee. We require a \$500 non-refundable deposit to secure your preferred date. We will place a 24-hour courtesy hold on your preferred date, but please note that your reservation is not confirmed until the deposit has been secured. The \$500 will be applied to your total bill the day of the event.

Restaurant Buyout

A minimum \$7,500.00 food and beverage minimum Tuesday thru Thursday is required, and a \$10,000 food and beverage minimum Friday thru Monday is required for a full restaurant buyout. These minimums are subject to change during the holiday season. If the food and beverage minimum is not met, then the remainder will be charged as a room rental fee, not inclusive of the service charge.

Private Dining Guidelines

Service Charge

A 20% service charge will be added to the final bill.

Final Guarantee

The guaranteed number of attendees must be communicated to The Hairy Lobster not less than (3) full working days (Monday through Friday, excluding holidays) prior to the function. Final charges will be based on the guaranteed number of attendees, or the actual consumption of both food and beverage, whichever is greater.

Menu Selection

Your menu selection is due 7 days before your event. We are happy to place special order for any wine and or special request alcohol. All beverages are charged based upon consumption excluding special orders.

We recommend you choose 3-4 options from our beer and wine category. We also offer punch bowls as an option. We offer them in 1 gallon and ½ gallon sizes. We offer classic punches, or we can customize a punch for your event. All of them are ladled over large blocks of hand cut ice. For N/A beverages we offer, Coke, Diet Coke, Squirt, Steelhead Root beer, Club Soda, Iced Tea, Hot Tea, and Coffee all at \$4 each. and Pellegrino is \$6 each. We charge on a bottle consumption basis.

Cancellation Policy

If you should cancel your reservation within seven (7) before the event, The Hairy Lobster shall be entitled to collect, as liquidated damages, fifty percent (50%) of the sum of the anticipated food and beverage minimum or room rental fee. If cancelled within three (3) days of the date of your event, one hundred percent (100%) of the sum of the contracted food and anticipated beverage, or the F & B minimum and room rental fee (whichever is greater) will be charged. If a Full Restaurant Buyout is canceled within 7 days of the event, The Hairy Lobster is entitled to collect as liquidated damages, 100% of the sum of anticipated food and beverage.

Private Dining Room Terms

All food and beverage is to be provided by The Hairy Lobster. All menu items are subject to creative or seasonal change.

All decorations are subject to approval by The Hairy Lobster. The restaurant does not allow the use of loose flower petals, confetti, glitter, or open flame candles. An extra cleaning fee may be applied in the case of unapproved decorations.

All guests must abide by all OLCC laws and regulations.

The Hairy Lobster does not offer menu tastings but we would be happy to book a reservation for you during regular dinner hours.

Timeline

At The Hairy Lobster, our large private parties are our priority. The timing of your event is very important. To ensure the best food quality and service for your party we ask that you please review and list the time of your sequence of services below:

Date of event _____

Guests arrival time : _____

Number of guests: _____

Cocktail reception start time: _____

Sit down to eat start time: _____

Conclusion: _____

Authorized Signature _____

Date _____

Authorized Signature printed _____

Contact information _____

On Site Day of Contact Decision Maker _____



Authorization for Credit Card Use

PRINT AND COMPLETE THIS AUTHORIZATION AND RETURN.
All information will remain confidential

Contact Information : _____

Company Name: _____

Phone Number: _____ Email address _____

Name on Card: _____

Billing Address: _____

Phone Number: _____

Credit Card Type: Visa Mastercard Discover AmEx

Credit Card Number: _____

Expiration Date: _____

Approved Charges – all Food and Beverage, Deposits, Service, Cancellation Charges that apply to this event. I authorize **The Hairy Lobster** to collect payment for all charges as indicated in the approved charge section of this form by processing a charge to the credit card listed above. I agree to pay for this purchase in accordance with the issuing bank cardholder agreement. I understand that by signing this form and authorizing a deposit, that I have read and understand the deadlines and cancellation policy. This deposit is non-refundable. The final bill will be closed out to this credit card on file, unless other arrangements are made.

Cardholder – Please Sign and Date

Signature: _____

Date: _____

Print Name: _____