EMBER

Private Function Terms & Conditions

Room Minimums are listed before 9% NH Meals tax and 20% gratuity. The following minimums are for "evening" hours which Ember recognizes as 4pm-11pm. Event space is rented for four hours. Minimums are inclusive of both food and drink purchases unless otherwise noted.

Evening Minimums

Bourbon Room:	Friday or Saturday	$3,500 min.
	Thursday	$2,000 min.
	Monday – Wednesday	$1,500 min.
	Sunday	$1,500 min.
Bourbon Lounge:	$200 for private use if Bourbon room is open to the public	
Ember restaurant:	Friday or Saturday	$2,500 min.
	Monday – Thursday	$2,000 min.
	Sunday	$1,500 min.
Entire restaurant:	Friday or Saturday	$6,000 min.
	Thursday	$4,000 min.
	Monday – Wednesday	$3,000 min.
	Sunday	$3,000 min.

Daytime Minimums

Room Minimums are listed before 9% NH meals tax and 20% gratuity. The following minimums are for "daytime" hours which Ember recognizes as 8am-3pm. Event space is rented for four hours. Minimums include food only.

Bourbon Room:	Friday or Saturday	$800
	Thursday	$500
	Monday – Wednesday	$500
	Sunday	$800
Bourbon Lounge:	$200 for private use if Bourbon room is open to the public	
Ember restaurant:	Friday or Saturday	$800
	Monday – Thursday	$500
	Sunday	$1,000
Entire restaurant:	Friday or Saturday	$3,000 min.
	Thursday	$2,000 min.

	Monday – Wednesday	$1,000 min.
	Sunday	$2,000 min.

Room Capacity

Bourbon Room:	Seated	50 guests
	Cocktail style	140 guests
Bourbon Lounge:	Seated	not available
	Cocktail style	30 guests
Ember restaurant:	Seated	40 guests
	Cocktail	

Deposits

The deposit to reserve is non-refundable and based on the guest count at time of booking. The deposit must be made with a valid credit card or corporate check. Checks should be made payable to "*Ember Wood Fired Grill*." If deposit is paid by check, a valid credit card must be given to keep on file.

15-20 guests	$200 deposit	**Cocktail Style:**	
20-30 guests	$300 deposit	50-80 guests	$500 deposit
30-50 guests	$400 deposit	80-140 guests	$600 deposit

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.

Gratuity and Tax

Please account for a 9% NH meals and room tax in addition to the menu pricing. A 20% gratuity will be added to the final bill that will cover labor for servers and bartenders.

Menu Planning

If you would like to offer a choice of main courses, you may choose up to two entrée choices for parties of up to 24 people. For 25 or more, you may choose three entrees.

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
Final payment is due no later than 10 days prior to your event The preferred method of payment is credit card or corporate check. Personal checks may be accepted with prior arrangements with the restaurant.

Parking
There is a brand new 5-story parking garage right next to our building. M-F Parking is $0.75/hr. and free after 7 PM. Parking is free on weekends.

Outside Food
Per state law, all food, except for cakes, must be prepared and served by the restaurant (Ember Woodfired 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.

The restaurant prepares approximately 10% more food than needed for a last-minute increase of guests. Due to health department guidelines, no function food may leave the restaurant.

Handicap Accessibility
The first floor of the restaurant (Ember Restaurant) is completely handicapped accessible. We do not have an elevator so the Bourbon Room and Bourbon 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 Events 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 or confetti. A $100 "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
The Ember Restaurant and Bourbon Room can accommodate music or television stations received through the local Comcast channels that are available to us. We allow piano players, DJ's, bands, etc. to play in the Ember restaurant or Bourbon Room 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 Events Manager know if you plan to book entertainment.*

Complimentary Wi-Fi
The bartender or one of the servers would be happy to provide our Wi-Fi password

Rental Items
Ember Woodfired Grill has numerous 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)	$5 ea.

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I (please print name) _____ have read through and agree to the above terms listed by Ember Woodfired Grill of 1 Orchard St. Dover, NH 03820 for my event booked on - _____. I understand that my deposit to reserve is non-refundable, 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***