

Listed below is our standard letter. The following pages show our menus and format information for a private event.  I have copied my assistant general manager to keep him updated.  **The date is currently available.**  If you are interested, we can further discuss the financial commitment for booking a private event:  room minimum spend requirement, cancellation fee, and signed agreement (details depend on what day and time you are requesting to book).

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First, a $100 deposit will be needed to officially reserve the room for your private function.  Until we process that deposit, we can’t guarantee your requested reservation.

**We use the attached information/menus/pricing as a guideline.**  Sometimes, we have the opportunity to be more flexible.  Your menu choices will need to be finalized not later than 14 days before your event.  We suggest 21 days for best results. Children may order directly from our Kids Menu and a Gluten Friendly Menu is available if needed.

**Your reservation is available for a three hour block.**  Our banquet room holds up to 70 seated guests, or 125+ standing guests.  We have the ability to split the room into two sections of 30- and 35-seat private rooms.  The room is handicapped accessible.  Windows bank three of the four walls to allow for an abundance of natural light.  There are video (100” drop down projection screen) and audio capabilities for both PC and Apple devices.  Walnut Grill offers free WiFi.  We always highly suggest that you test your device at least a week before your scheduled event.  **The bar may run an open tab for all your guests, a specific budgeted amount, or it may serve as a cash bar.**

If you are interested, we have a contact for linens who would handle your request directly.  It can be a very reasonable service to upgrade the event’s atmosphere for a big event, and makes for great pictures.  Booking for a forth hour may be negotiated before the date of the event.

**Please don't hesitate to further contact us with your questions, comments, and details.**

**Thank you for thinking of the Walnut Grill restaurant for your function.**