



# The Gallery at Chez Zee

The Gallery is our beautiful private venue that can accommodate up to 100 guests for a seated event or up to a 150 guests for a reception style event. It's perfect for many event needs such as rehearsal dinners, wedding receptions, corporate presentations & luncheons, showers or whatever your event needs may be.



**Reserving the Gallery requires a \$500 deposit and a signed, completed contract.**

- The contract consists of applicable charges, securing the date and time and explaining our cancellation policy.
- No reservation is assumed or booked until deposit and signed contract are received via email to [events@chezzee.com](mailto:events@chezzee.com), in person or faxed. *We do not take tentative reservations.*
- Following the event, the deposit is applied to the remaining total which is due at the completion of event.
- The deposit is non-refundable after 48 hours.

**A \$250 room fee is applicable for all events. Upon rental of the room we provide:**

- Tables, chairs, plates, glassware, flatware and house centerpieces.
- Non-alcoholic drinks.
- House linens & napkins.  
*(Linens of different colors are attainable and priced based upon availability and size of event.)*
- Background music.

**Labor Charges:**

\$100.00 per staff member scheduled for the event **or** 21% of the pre-tax food and hosted beverage total, whichever is greater, will be applied to final bill for the labor of the event (this is to cover the staff's hourly wages).

To best serve your guests we provide one staff member per 15 guests for seated events and one per 20 for buffet and/or cocktail events and meetings. If you require more staff, please indicate on the contract and additional labor charges will apply. This charge is paid to Chez Zee to cover staff wages.

*Gratuities, although welcomed, are not required.*

**Valet:**

To ensure timely parking for both your guests and other restaurant patrons, hosted valet is highly suggested for groups under 40 and is required for groups over 40.

- Valet parking for up to 40 guests: \$75.
- Valet parking for over 40 guests: \$125.

**Audio / Visual services:**

- Use of hand held wireless microphone: \$25.
- Use of LCD projector: \$50.
- Use of projection screen: \$25.

### **Time limits:**

- All events must have a start time and a time of completion outlined on the contract.
- 3 Hours for Brunch or Lunch events. Events must be completed by 4 pm to be considered a Lunch/Brunch event and to have lunch minimums applicable.
- 4 Hours for Dinner events. Any event that is completed after 4 pm is subject to dinner minimums and time parameters.
- If event exceeds schedule time, a \$200 per hour labor fee will be applicable.
- Applicable food and beverage minimums apply to the event based upon the time the event ends. For example, if a party is from 2pm-5pm, the dinner minimums would apply since the ending time is during the dinner service period.
- Time of completion is determined by the time by which all parties have vacated the event space and all personal articles and decorations have been removed.

### **Chez Zee offers full bar services that are customizable for each event.**

- Cash Bar: Guests will personally pay for any beverages they order.
- Hosted Bar: Host of party will pay for all drinks ordered.
- Partially Hosted Bar: Host pays for some (i.e.: beer and wine only) and guests would pay for any other type of beverage.
- Limited Bar: Option to limit guests' selections with beer and wine only OR a certain 'level' of beverages (Well, Call, Premium, Super Premium) only OR can limit the number of drinks ordered with a ticket system at the hosts discretion.

### **Food & Beverage Minimums**

**(Please add an extra \$250 to each minimum for Graduation Weekends, Holidays and December):**

*(Minimums determined by time event will be completed, not start time. Minimums are subject to change and do not include tax, labor, or other charges)*

Open-4 p.m. (Monday-Thursday): \$500.00; (Friday) \$700.00

After 4 p.m. (Sunday-Thursday): \$1,500.00

After 4 p.m. (Friday & Saturday): \$2,500.00

Brunch 9-3 p.m. (Saturday): \$1,000.00

Brunch 9-3 p.m. (Sunday): \$1,250.00

**\*Due to the time required to order, receive and prepare event menu items, menu options food/guest guarantees are due 8 days prior to event. If menu options are not received 8 days prior to event, Chez Zee will select the menu for the event so that product orders may be placed.**

**\*Per Health Department regulations, no outside food or beverages are allowed inside the Restaurant or Gallery.**