



## Private Party Information & Frequently Asked Questions

**Location** - The Annex is located right across the street from the Auburn Alehouse, next to Herschel Young park, in the heart of Old Town Auburn, CA.

**Capacity** - The Annex can accommodate up to 50 guests inside, including the bar area. If you are interested in booking the Herschel Young park outdoor space, then up to 100 people can be permitted for the event.

**Parking** - Although the Annex does not have its own private parking area, guests are welcome to use any parking lots and parking spaces located in and around Old Town.

### **What types of menu package options are available?**

We offer a variety of banquet service styles:

- Buffet service
- Wood-fired pizza selection
- Plated service
- Offsite events (special pricing applies)

### **What types of drink packages are available?**

You can choose to host drinks for your guests or a no host bar where your guests will pay for their own drinks. (Both options will still apply towards the minimum dollar amount.) The Annex currently serves craft beer, wine and bottled sodas. If you would like to host the bar, we are happy to customize specialty cocktails or mocktails for your party.

Some other fun options include:

- Beer tasting with or without a brewer (additional fees may apply)
- Purchase by the bottle (wine)
- Customized cocktails or mocktails

**Can we bring our own wine? Is there a corkage fee?**

Yes, you can bring up to two bottles of your own wine or champagne if there is a special occasion bottle you would like to enjoy. There is a \$15 per bottle corkage fee. All other alcohol needs to be purchased through the Annex. No outside alcohol is allowed. (Even from the Alehouse)

**Is the sales tax applied to any alcohol purchased?**

Yes. Please note that all food and beverage is subject to sales tax.

**What is the cost for children?**

Children 5 years of age and under are free of charge. Children ranging from 6 to 11 years old are \$25 per person for food. (Drinks are purchased on consumption)

**What decorations does the Annex provide? Can I bring my own?**

We will provide a personalized welcome sign and menus for your party. If you desire additional décor, we are happy to help you achieve the ambiance you are looking for i.e linens, electric candles and flowers (additional charges apply). If you prefer, you are also welcome to come 30 minutes early to decorate with pre-approved decorations (no confetti or open flames are allowed) or arranged in advance, we can set up some of your decorations for you.

**Is there a time limit on our party?**

All parties reserving private space at the Annex are allotted a three-hour time period (this does not include set-up and break-down time). If there is another party scheduled

immediately before or after your event, you will be notified in advance. If your party exceeds this time, you will be charged \$100 for every fifteen minutes thereafter.

**When is the final head count and menu selection due for my party?**

A final head count and menu selection is due 7 days prior to your event.

**Is gratuity included?**

For your convenience, a 22% gratuity will be included on your bill.

**What is the cancellation policy?**

In the event that you need to cancel your reservation we do offer the opportunity to cancel. If you cancel more than 15 days before your reservation you will be refunded the full amount of your deposit. If you cancel within 8-14 days of your reservation 50% of your deposit will be refunded. If you cancel any less than 7 days your deposit will not be refunded.

**Do I have to provide a deposit?**

A \$250 deposit and a signed contract are required to guarantee the date and time for your event. We take deposits in the form of a personal check, Traveler's Cheque, money order, a valid credit card or cash. The deposit can be used to go towards your final bill on the day of the event.

**Is there a venue fee or a minimum cost for use of the space?**

The venue fee for using the Annex space is as follows:

Monday - Thursday \$295

Friday - Sunday \$395

The event minimum includes the venue fee plus the per head pricing based on menu selections and number of guests. We charge per head pricing on the final guest count given 7 days prior to the event. Beverage orders will go towards your event minimum

and will be determined based on number of guests and expected drinkability. The overall minimum agreement includes the venue fee, food selections, and beverage consumption.

~ Minimums are not inclusive of tax, gratuity and any extra add-ons (linens, flowers). ~

### **What if I don't hit the minimum?**

If during your event you do not reach the minimum, the venue fee will be increased and used to make up the difference.

### **How is payment handled? Can we have split checks?**

The easiest way to handle payment is through a single credit card payment. Separate checks for large parties can be very time consuming for service personnel and therefore take away from their service to the party. Limited separate checks per table can be done if absolutely necessary and arranged in advance through the party's host. Full payment is due upon conclusion of your event unless pre-paid in advance. Cash, American Express, Discover, Visa, MasterCard, traveler's cheque and local personal checks are all acceptable forms of payment.

### **Additional Services?**

Other special arrangements like beer paired menus and specialty flower arrangements can be made with notice. Please let us know your vision and we would be happy to accommodate it if possible.