

## Additional Information

**Menus:** We welcome the opportunity to create special menus designed to suit the theme of your event, individual tastes, and diets. Printed menu suggestions are available. Menu selections must be communicated two weeks prior to the event. Otherwise, the \$65 menu will be considered your choice. Outside food and/or beverages are not permitted at our restaurant.

**Guarantees:** Attendance must be specified to our office by noon 5 working days prior to the event. This number will be considered as a final guarantee not subject to reduction. The invoice will be based on the number actually served if it is greater than the guarantee.

**Cancellations:** Cancellations received less than 5 working days prior to the event are charged in full. In case of inclement weather, functions cancelled before noon on the day prior to the event will be billed for 50% of the total amount.

**Linens/Table Decorations:** White linen is standard. We will assist you in ordering special linens, decorations and floral arrangements designed to complement your event.

**Audio/Visual Equipment:** We can provide a video screen. Any other equipment can be rented at various vendors. If you need help in finding a vendor please contact our office for assistance.

**Piano:** Our Steinway piano located in our main restaurant room may be rented for \$145. Candles and Open Flame The City of Newton requires a fire marshal present for use of candles or open flame. The charge is \$50 per hour with a four-hour minimum. Please contact our office to make arrangements.

**Display and Exhibit:** Materials may not be attached to walls or ceilings. The host assumes full responsibility for damages due to misuse of the facilities.

**Parking:** Parking is available at the parking lot on Beacon Street on a first-come, first-served basis. Limited on-street parking is available around the restaurant.

**Personal Property:** Cafe St. Petersburg does not accept responsibility for items brought into the restaurant

**Payment/Deposit:** A credit card and non-refundable deposit for the event fee (minimum of \$165) are required to secure your reservation. Weekend events require a non-refundable deposit of (minimum of \$500.00). The restaurant accepts the following forms of payment: Visa, MasterCard, American Express, check, USD currency or money order.

**Tax Exempt Organizations:** Applicable tax will be charged unless a certificate of exemption is provided prior to the event.