

Private Room Reservation Guidelines and Minimums

Prior to 9:00 am

Early Open Fee \$175.00

9:00 am - 11:00 am

Minimum of \$15.00/person

11:00-1:30 pm

Lunch service is required - either a planned lunch menu, or the buffet line

1:30-5:00 pm

- Minimum Private Room Usage Fee of \$15.00/person
(Includes Snack Mix/Popcorn and Non-Alcoholic Beverages)
- If you prefer to serve appetizers, food minimum of \$20.00/person

5:00 pm and later:

- Minimum Private Room Usage Fee of \$15.00/person
(Includes Snack Mix/Popcorn and Non-Alcoholic Beverages)
- If you prefer to serve appetizers, food minimum of \$20.00/person
(\$15.00/person Applies to all private room events January-November)
- *In December, any reservation for a private room in the evening (5:00 pm or later) carries a per person food minimum of \$30.00.*

Please note that reservations must be made for specific times. If you have reserved a room and leave early, you will still be responsible for the entire time period reserved and any fees or minimums that accompany that reservation. Conversely, Headliners cannot guarantee the availability of any room after the time frame reserved. It is likely that the room will be reserved for another Headliners member and if that is the case, we will need you release the room at the scheduled time.

All Day Meetings:

All Day Meetings consist of a reservation starting at 10:30 or earlier and going until 1:30 or later.

For all day meetings, the following guidelines apply:

- a guaranteed number of guests for all day is due two days prior
- a minimum of 4 people must be guaranteed for all day per room
- \$15.00/person minimum for the morning portion*
- \$29.95/person lunch for the buffet, or the menu cost if plated lunch is served*

** billing is based on the guaranteed number not attendees, unless the number that attend is greater than the guarantee.*

- all day reservations shall not extend past 5:00 pm unless previously arranged through the catering office.

Private Room Day of Cancellation or No Show Fee \$175.00

(This fee applies to parties under 12 guests utilizing the buffet line at lunch or a la carte dinner. Please note that planned menus, or parties larger than 12 guests, cancelled within 24 business hours of the event will be subject to additional charges)