



## LARGE PARTY

# *Reservations*

In the heart of the Grand Rapids restaurant and entertainment scene, Divani serves as the premier spot for carefully crafted cocktails, a curated wine list, and beers from Michigan and beyond. Sunday through Thursday, Divani is available for private rental. You and your guests can enjoy everything Divani has to offer, while having the entire bar and dining area to yourselves. The space is both warm and inviting with dark wood furnishings and plush seating. Impress your event guests with the best West Michigan has to offer with a private event at Divani!

RESTAURANT • COCKTAIL & WINE BAR • EVENT FACILITY • RETAIL BEER & WINE

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# 2023 DIVANI ETIQUETTE AND POLICIES

## SECURE YOUR RESERVATION TODAY!

Reservations are taken on a first come, first serve basis. A signed contract and deposit of \$1000 are required within three business days. If not received, Divani reserves the right to cancel the reservation. Some rentals and additional services require a 50% non-refundable deposit. A credit card must be on file for all payments which will automatically be charged as scheduled.

### ROOM FEE and MINIMUMS

Rental rates are calculated from when doors open to when doors close. Setup and take down time should be included in your allotted timeframe. Minimums are calculated prior to sales tax and service fee.

### CAPACITIES

Capacities will vary depending on menu selections and setup needs.

### SALES TAX and SERVICE FEES

6% Michigan State Sales Tax where applicable and 22% Service Fee to all food and beverage sales. A 2% Administrative Fee will be added to all rentals and additional services.

### PAYMENT TERMS

Deposits and final payment may be made by cash, debit, or credit card (Visa, MasterCard, Discover, or American Express). Divani does not accept personal checks. All deposits will be applied to the final bill. \$1000 deposit due with contract. A deposit equal to the food and beverage minimum is required 90 days later. Thirty (30) days prior to the event, one half of the estimated total is required. The remaining balance is due at the conclusion of the event.

### CANCELLATIONS

Should a cancellation be required, all deposits are non-refundable and a \$100 administrative fee will be charged. Cancellations less than five (5) business days prior to the event will be charged the remaining estimate based on the guaranteed final count.

### MENU SELECTIONS and GUARANTEED FINAL COUNT

The guaranteed final count and food quantities must be communicated fourteen (14) business days prior to the reservation. Charges are calculated on your estimated guest attendance when no final guaranteed count is provided and we will bill accordingly regardless if fewer guests attend.

### FOOD and BEVERAGE

All food must be supplied and served by our staff with the exception of specialty cakes from a licensed bakery. Additional charges may apply. Divani will make every effort to accommodate special dietary requirements with advance notice. When choosing two separate plated options, you must prepare visual markers for the servers to easily identify what each guest should receive. Divani will not provide alcoholic beverage service to events without food service. The food service arrangements must consist of a complete meal choice or comparable hors d'oeuvres. All beverages must be supplied and served by our staff. This includes alcoholic beverages given as gifts. Alcoholic beverages cannot be served to anyone under the age of 21. Proper identification is required for all guests at all times. We reserve the right to refuse to serve alcoholic beverages at any time. Due to market conditions, all food and beverage prices are subject to change.

### ROOM USAGE and DAMAGES

All persons under the age of twenty-one must be accompanied by a parent or guardian at all times. We cannot assume responsibility for the damage or loss of any merchandise or articles left prior to or following a reservation. The contact is responsible for damage or loss of property or excessive cleaning that occurs as a result of their reservation. Open flames, confetti, and glitter are not permitted. Divani will not provide supplies including ladders, extension cords, batteries, tools, tape, etc.. Divani will not be held liable for not performing any agreement due to acts of God, war, government regulations, disaster, fire, strikes, civil disorders, and/or emergencies, making it illegal or impossible to provide the facilities to hold the event. Smoking and vaping are prohibited within 10 feet of entryways, doors or windows. Violations of this policy will constitute immediate termination of all contracts and the discontinuance of the event.

**COVID-19 ADDENDUM** In the event of a Federal and/or State mandated closure, Divani private events or reservations will be rescheduled and all deposits taken will be transferred to the new date. Should a Federal and/or State mandate stipulate reduced guest capacity which negatively impacts the hosts previously submitted guest attendance, food and beverage minimum spend requirements will be adjusted to reflect the difference between the previously contracted guest count and the currently mandated capacity allowance. When a private event is scheduled on a holiday and/or a date when Divani has contractually agreed to open exclusively for a private event and Federal and/or State mandates require the previously contracted guest attendance to be minimized, a \$1500 food and beverage minimum purchase will be required.