



Thank you for considering the Winking Lizard Event Center for your upcoming event. The following should assist you with any questions you may have. For further information, please contact Courtney Heina at 216-831-0022 or by email at catering@winkinglizard.com.

Event Center Address: The Event Center is located at 25200 Miles Rd., Unit #5, Bedford Hts., OH 44146 (in the building directly south of the Bedford Heights Winking Lizard restaurant). All mailings should be directed to the catering office located at 25380 Miles Rd, Bedford Hts, OH 44146.

Event Center Capacity: Maximum capacity is 150 guests.

Event Center: The room is arranged with a mix of round and rectangular tables, seating eight guests per table. Tables have a custom made finished wood top. Feel free to bring in your own table covers or ask us about linen rental options. The facility has disabled access.

Time Availability: The room is available from 7:00am – Midnight. Events can be reserved for up to 4 hours. Additional time can be allotted for an additional charge.

Reserving the Event Center: A deposit of \$1,000.00 and a signed room agreement are required to hold all reservations except corporate meeting space bookings. A deposit of \$200 and signed room agreement is required for all corporate meeting space bookings. In the event of cancellation, **deposits are non-refundable.**

Room Rental Fees:

Monday - Thursday...\$400 room rental fee and you are required to purchase a minimum of \$1,600 on food and beverages through Winking Lizard, prior to tax and gratuity. A minimum of \$750 must be purchased on food.

Friday: Friday events ending by 4:00pm will have a \$400 room rental fee with a minimum of \$1,600 to be purchased on food and beverages through Winking Lizard, prior to tax and gratuity. A minimum of \$750 must be purchased on food.

Friday evening - Sunday...\$600 room rental fee and you are required to purchase a minimum of \$2,400 on food and beverages through Winking Lizard, prior to tax and gratuity. A minimum of \$1,000 must be purchased on food. If your purchases, throughout the duration of the Event, do not meet or exceed the above listed minimums, a charge will be added to the bill in order to reach the agreed upon minimum requirement.

Corporate Meeting Space Bookings...\$200 per hour room rental fee. Available Monday through Friday, 7:00am to 4:00pm. Coffee, bottled water, soft drinks, and snack service available. Rental includes microphone, podium, projection screen, tables, chairs, and WiFi.

Payment: Final payment is due prior to the completion of your event. In addition to the contract price, all events are subject to sales tax of 8.00% and a gratuity of 20% will be calculated on the event total. Final payment is due at the completion of the event and can be made by cash, all major credit cards, or company checks. No personal checks will be accepted.

Amenities: The event center features a large bar, coat room, projection screen, and four additional flat screen TV's. The event center also features a covered patio with gas fire pit. The use of this area is included in your room rental fee. The fire pit is available for seasonal use weather permitting. The fire pit can be lit upon request during your event.

Audio Visual Equipment:

Audio and visual equipment available at no additional charge include cordless microphone, satellite radio (with one pre-selected station for the duration of the event), WiFi, or Bluetooth speaker. If you would like to use our audio visual equipment, please review your needs with your event coordinator 3 weeks prior to the event date. You are required to bring in your own laptop. Winking Lizard does not provide an IT support person during your event. You are responsible for managing your IT needs during your event. We recommend scheduling a time prior to your event date to test out our equipment.

Entertainment: We allow guests to bring in a DJ, band, etc. All entertainment vendors must supply their own equipment and supplies including, but not limited to, tables, cords, stands, microphone, party game supplies and speakers. Any equipment brought in by your vendors must be on wheels and must have padding to avoid damage to our hardwood floors. You are responsible for relaying this policy to your vendors. If your vendor requires us to set up tables for their equipment, a charge of \$15 per table will be added to your final party bill for each table needed. Any set-up or space requirements needed for the entertainment vendors must be pre-arranged with your Winking Lizard event coordinator no later than 2 weeks prior to the Event date. All entertainment and vendor equipment is subject to manager approval. All entertainment volumes must be kept to a reasonable level. We do not allow smoke or fog machines to be used in the space.

Decorations: You are responsible for setting up any decorations, party favors, and centerpieces. Decorations are not able to be hung on the walls, ceiling, or wood beams. **Confetti or glitter sprinkles or use of balloons which contain these items are not permitted in the Event Center.** All candle centerpieces must be enclosed. Due to limited storage and liability, we are unable to store items prior to or after any event. Any items left at the completion of the event will be discarded.

Food: Food will be served buffet style. All menus must be finalized 3 weeks prior to the event. Your final guest count will be due 10 days prior to the event date. Menu pricing is subject to change without notice. The appetizer buffets can be ordered for any quantity over 20 people and you are free to take home any leftovers. The build your own and dinner buffets must be ordered for your final guest count and no leftovers are permitted to be taken from these buffets. Your final guest count given to your event coordinator will be the least amount you will be charged for. All buffets include our standard white plates, silver cutlery, and white paper dinner napkins. We cannot allow any food items to be brought into the event center with the exception of dessert. No fruit, dips, popcorn or ice cream are able to be brought in. Any cookies or pastries that you would like to provide for your dessert table must be on your own serving trays. If you have guests with specific dietary restrictions, any special menu requests will need to be requested at least 3 weeks prior to the event date. We will do our best to accommodate their needs but all requests cannot be guaranteed. Our kitchen operations involve shared preparation and cooking areas. Individual foods may come in contact with one another during preparation. Because we have multiple sources of allergens in our shared cooking and prep areas, including common fryer oil, we are unable to guarantee that any menu item can be completely free of allergens.

Additions: All food is ordered and prepared specifically for your event based on the quantities given with your final guest count. In the event in which food quantities were under-estimated, we will do our best to accommodate any additional food required to meet your guests' needs.

Alcoholic Beverages: All drinks are ordered and served directly from the bar including soft drinks and coffee. Bar menu pricing is subject to change without notice. Absolutely no outside beverages are permitted in the Event Center. There are 3 options available for beverage service.

- 1.) **Cash Bar**, Guests pay for their own drinks.
- 2.) **Open Bar**, All drinks are paid for by the host. With the open bar, the host has the ability to make limitations to the items available to the guests.
- 3.) **Drink Tickets**, Guests will be provided with a specific number of drink tickets. Each ticket will be good for one drink added to the party tab. The number of tickets and a pre-determined price range or items available will be set by the host. The host is responsible for dispersing the drink tickets to the guests.

Cake Cutting: There is no charge to have us cut a sheet cake. All cake slices will be placed on a dessert table and not served to the guests at their seats. We can supply you with the plates, forks, and napkins needed for your dessert for a flat fee of \$20.

Rentals: If you require any rental items such as linens, cloth napkins, party accessories, etc., please let us know if you would like us to coordinate for you. If we handle the rental arrangements, we will take care of setting up all rented linens. The rental charges will be added to your final event invoice and subject to 20% gratuity. If you supply your own rental linens, you will be responsible for the setup.

Additional Staff Members: The number of staff members assigned to an event will be adequate for the Event's anticipated attendance and menu selections. If an additional staff member is requested, the cost will be \$35 per hour per staff member for the duration of the Event.