

Policies - Private Parties or Catering

Scheduling Events

All events, whether scheduled in Our Daily Bread's banquet room or main dining room, catered, or delivered off-premise, are scheduled on a first-come-first-serve basis and are subject to availability. Some seasons will have less availability than others. A deposit is due upon booking a staffed or on premise event to secure your space on our calendar. Number of attendees and final menu decisions are due ten days prior to the date of your event. Clients will be charged for this final guest count or the actual number of attendees, whichever is greater. Any changes in guest count or menu after the ten day deadline must be taken under special consideration by Our Daily Bread. Upon the scheduling of an event, the client accepts full responsibility for cost incurred for the event including security and any damages to Our Daily Bread property. Client also accepts full responsibility for their guests' behavior over the course of the event.

Definition of Events

Banquets are in-house events that include use of restaurant china, existing tables and chairs, and house linen. No outside food is allowed on Our Daily Bread Restaurant property including coffee, donuts, snacks, etc. The only exception is bakery prepared cakes for private parties. Any and all food must be arranged by Our Daily Bread Restaurant and Catering when parties are on-premise.

Caterings are off-premise events that utilize Our Daily Bread for food and beverage service. Prices do not include tables, chairs, linen, or china for off premise events. Our Daily Bread Restaurant accepts responsibility and liability only for food and beverages prepared and served by Our Daily Bread Restaurant and its staff.

Deliveries are off-premise events with food and beverages prepared by Our Daily Bread Restaurant staff and delivered to the location of your choice. No staffing or paper products included. Deliveries fees vary depending upon the services required and distance. All deliveries will be on disposable platters unless otherwise requested. Non-disposable platters and smallwares are available for an additional \$1 per person. Clients are responsible for all china, smallwares, chaffers and platters dropped off on deliveries and will be charged accordingly when equipment is damaged or lost.

Delivery only – We charge a flat \$15 delivery charge for drop off deliveries to Eugene, Veneta, Elmira and Junction City. Non disposable only. Free delivery to Veneta/Elmira with orders of \$50 or more. Free delivery to Eugene or Junction City with orders of \$150 or more. No set-up or serving utensils included.

Delivery, Set-up, and Pickup – Deliveries with non-disposable smallwares, platters, chaffers and/or china service will be charged a delivery service fee of 10% of total bill or \$15 minimum for delivery, set up, presentation and pick up of buffets if no staffing is included.

Paper Products, China and Equipment Fees

Clients are responsible for service ware for all off premise events unless otherwise stated. Paper products are available for an additional \$.50 per person. Our Daily Bread Restaurant will provide buffet equipment, serving utensils, and paper and plastic wares for staffed events. Basic china service is available for an additional \$2.00 a person. Our Daily Bread Restaurant is not responsible for tables, chairs, or additional equipment at off premise events unless rented through Our Daily Bread Restaurant. We would be happy to facilitate equipment rentals for you (See "That Special Touch" for equipment rental fees). Menu prices do not include delivery or equipment fees or gratuity. Delivery charges for equipment rentals depend on the size of the rental and distance to be delivered.

Rooms Rentals

All events scheduled in Our Daily Bread's Banquet Room or utilizing any part of Our Daily Bread's property for their exclusive use are scheduled on a first come first served basis. Each room is rented on a "Food and Beverage Minimum" basis rather than a rental fee. Meaning, as long as the combined cost of food and beverage for the scheduled event reaches the minimum for the room (or building) on the given date and time, the client will not be charged a rental fee. **Minimums do not apply to large groups making reservations** if they do not desire exclusive use of a room or rooms. Otherwise, events not meeting the minimum will be charged the difference between actual food and beverage cost and the minimum. Minimums vary between day and time. Minimums are broken into half days for listing convenience, not to show times client has the space. **Events are scheduled in three hour blocks** regardless of the days and times list below with an additional hour allotted before and after each event for set up and clean up. If needed, more time must be pre - arranged with our event manager. Events utilizing the Entire Restaurant must chose from the time slots listed below. Events needing more time or overlapping multiple meal times will be charged accordingly.

Food and Beverage Minimums – All event scheduled in three hour blocks

Main Dining Room

Monday - Friday 6 am - 3 pm: \$ 500.00
Saturday and Sunday 6 am - 3 pm: \$ 1000.00
Sunday - Thursday, 3 pm - 11 pm: \$ 750.00
Friday - Saturday 3 pm - 11 pm: \$ 1,000.00

The Parsonage, the Patio or the Garden

Monday - Thursday 6 am - 3 pm: \$ 150.00
Friday - Sunday 6 am - 3 pm: \$ 200.00
Monday - Sunday 3 pm - 11 pm: \$ 300.00

Entire Restaurant

April - September and December: \$3000.00
1pm -4 pm or 5pm -8 pm
October - March: \$1500.00
1pm - 4pm or 5pm - 8 pm

Meeting Space Rentals

Our Daily Bread's Banquet Room can be utilized as a meeting space for businesses, art foundations, or other organizations at a discounted rate of \$100 for five hours or \$25 an hour Tuesday through Thursday and \$200 for five hours or \$50 an hour Friday through Sunday. Beverage service buffets and unattended snack buffets are available as listed in the Banquet and Catering menu. Events desiring a server will be assessed a minimum gratuity of \$30. Those meetings desiring meals need to look at our room rentals and room minimums as listed below. Just as with any other event, we accept meeting space rentals on first come first serve basis. Events that plan to meet at Our Daily Bread Restaurant on a regular basis will be given priority. Meeting space rentals include seating and tables for the appropriate number of invitees.

Room Capacities

Room capacities are dependent on the type of event for which it is scheduled. Talk to our Event and Catering Manager about which room and set-up is appropriate for your event.

	Sq. ft.	Dimensions	*Reception	*Rounds	*Classroom	*Theater
Main Dining Room	800	25ft x 32ft	100	7	56	96
Banquet Room	392	14ft x 28ft	40	4	36	56
Garden (Outside)	600	30ft x 20ft	50	5	42	72
Patio (Outside)	704	32ft x 22ft	60	6	~	~
Wine Room	112	8ft x 14ft	15	1	~	~

Deposits

In order to secure your event with Our Daily Bread a deposit is required. The deposit consists of 20% of your total estimated cost or \$200 dollars, whichever is less. This deposit will be deducted from the total cost of your event upon final payment. This deposit is non-refundable in the case of a cancellation for any reason although exceptions may be made at Our Daily Bread's discretion. A credit card number will also be taken at the time of scheduling your event. This credit card will be billed in the case of damage to or exceptionally unusual cleaning of Our Daily Bread property.

Payment

Final payment is due, in full, by day of your event. Invoicing is not an option unless special exceptions have been made.

Decorations and Additional Equipment

All decorations and additional equipment rentals can be arranged through Our Daily Bread Restaurant and Catering. Additional equipment must be discussed with our Event Coordinator. Clients must cover the costs of all rentals including delivery, set-up, takedown and pickup of all rental equipment. Clients are free to bring in their own table decorations. Decorations and equipment not arranged by Our Daily Bread Restaurant and Catering cannot be attached to walls or surfaces of Our Daily Bread property without prior approval. Access to the banquet room or dining room for decoration purposes is based on room availability. Please check for availability. Our Daily Bread Restaurant and Catering assumes no responsibility for any personal property that the clients or their guests bring on the premises, or any loss or damage incurred to personal property.

Flowers

- *Table centerpieces
 - Bud Vase- 5.00 ea
 - Low Floral- 7.50 ea
- *Buffet Centerpiece
 - Sm. bouquet- 20.00
 - Med. bouquet- 30.00
 - Lg. bouquet- 50.00

Table Extras

- *Gold, Silver, or Red Chargers- .50 pp
- *Mirror Square - 1.00
- *Gold Rim China – 2.50 pp
- *Chairs
 - White wedding - 3.50
 - White/black/brown folding garden chairs – 1.75

Tables

- *Round Tables
 - Seats 4 - 8.00
 - Seats 6-8 - 10.25
 - Seats 10 - 13.50
- *Cocktail Tables - 10.50
- *Banquet Tables - 9.00

Most equipment is available through rental agencies with which we have contact. If your desired equipment is not listed, ask your Event Coordinator for a quote. Prices subject to change without notice.

Linen

Our Daily Bread Restaurant and Catering will supply ivory linen tablecloths and burgundy linen napkins for seating for all served meals. Linen napkins in your choice of 20 additional colors can be supplied for an additional charge of \$0.25 each. Specialty linens can be arranged upon request. Extra linen tablecloths are available for an \$3.00 – 5.00 per tablecloth depending on size.

Cancellation

All deposits are non-refundable in the event of a cancellation. If the cancellation is within ten days of the scheduled event, the client will be billed for cost of any services rendered in addition to the loss of the deposit.

Gratuity

Menu prices do not include gratuity. All catered events, banquets or groups larger than 5 will be assessed a 20% service charge on top of their total bill. Gratuity is not added to deliveries and non staffed events, but is always appreciated.

Servers

Depending upon number of attendees and type of event, the number of servers required to adequately staff your event will vary. Please discuss the number of servers needed for your event with our Event and Catering Manager. Servers are billed at a rate of \$15.00 an hour for a minimum of three hours. Billed time will need to include an hour before and after each scheduled event for set-up, break-down, travel and clean up. Additional event time will be billed accordingly. Servers only are included in the pricing of the Dinner and BBQ menus. Staffing is available upon request for all other events.

Alcohol

A wide variety of Northwest wines and microbrews are available through Our Daily Bread Restaurant and Catering as seen on our wine menu. Special purchases can also be made with a guaranteed amount. If you wish to bring in your own wine to be served by Our Daily Bread staff, a \$7.50 per bottle corkage fee will be applied. No open beverage containers or hard liquor may be brought onto Our Daily Bread premises per Oregon Liquor Control regulations. Event hosts are responsible for over-consumption by their guests. OLCC regulations state food must be served with alcohol service and all liquor must be served by licensed servers. Our Daily Bread Restaurant and Catering reserves the right to refuse alcohol to any guest as deemed necessary by management or bartender.

Alcohol service can be provided on a consumption basis, where the client is billed after the event for the number of open bottles. A set amount can be set aside beforehand and paid for up front.

Off-Premise

All off-premise events with alcohol service will required to hire at least one bartender at a rate of \$25.00 an hour if the event has a single stationary bar. You may choose to host the bar or have an open bar with guests paying for their own drinks. Instead of a stationary bar with a single bartender, clients may instead choose to utilize tableside alcohol servers at a rate of \$17.50 an hour.

On-Premise

For on-premise events, alcohol service will be included when the client hosts the bar. Bartenders are available at a rate of \$25.00 an hour if the client wishes to have an open bar at which guests pay individually for their drinks.