

# FREQUENTLY ASKED QUESTIONS

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## **What events can I hold at Cafe Deluxe?**

Cafe Deluxe is available for Breakfasts, Lunches, Dinners and Cocktail Receptions, as well as Meetings, Seminars, Trainings, Fundraisers, Visiting Tour Groups, Birthdays, Anniversaries, Retirement Parties, Happy Hours, Alumni Events, Rehearsal Dinners, Weddings, Holiday Parties and more!

## **Do you offer Fully Private & Semi-Private spaces at all your locations?**

Fully Private and Semi-Private spaces vary from location to location within each restaurant. Please inquire about specific location space options.

## **Can a specific restaurant location be "Bought Out" completely?**

Yes! We do offer ½ and Full restaurant buyout options at various locations. Please inquire about locations and pricing.

## **Is there a Room Rental Fee for using one of your spaces?**

Cafe Deluxe is unique in that we do not have specific room rental fees however we do have Food & Beverage minimum requirements for all of our spaces. These minimum requirements are based on the total amount of Food & Beverage needed to be purchased before service charge and taxes. As long as the contracted minimum is met or exceeded then no room rental fee is assessed. Should a contracted minimum not be met, room fees may then be assessed to help you meet the minimum requirement. Minimum requirements may vary in the months of April, May, October & December as well as on certain holidays. Please inquire to confirm specific location minimum requirements.

## **What is required to secure an event?**

Our catering office will send you a contract that will require a signature and valid credit card to secure your event. If a deposit is needed our catering personnel will inform you at the time the contract is sent.

## **What about Service Charges and Taxes?**

Cafe Deluxe assesses a 21% Service Charge on all events and either a 10% DC Sales Tax, 6% Maryland Sales Tax or 5% Virginia Sales Tax depending on where your event is taking place.

## **When is my final guest count due?**

Your final guest count is due by 5pm no less than 3 full business days in advance of your event. For example if your event is on a Friday your count would be due by 5pm on Monday of that week. If the Catering office does not hear from you within the required time frame, your final guarantee guest count will default to the number of guests as reflected on your most recent signed contract. Please call or email all final guest counts directly to the Catering office, restaurants are unable to take these calls.

## **What if I need to cancel and Event?**

All cancellations must be in writing and received as follows:

30 days in advance of your pending event you will not be charged any cancellation fees. For example if your event was scheduled for October 31<sup>st</sup>, receipt of your cancellation letter would be required by 5pm on October 1<sup>st</sup>.

Within 30 days of your pending event you will be charged ½ the cost of your contacted Food and Beverage

24 hours or less of your pending event you will be charged the full amount of your contracted Food and Beverage along with the full amount of your Service Charge.

## **Where can my guests park?**

Please click on "[Locations](#)" at [www.cafedeluxe.com](http://www.cafedeluxe.com) for specific location parking information.

## **Can I provide my own Dessert at my event & is there a charge for this?**

Yes, you may bring in your own dessert and a \$25 outside dessert fee will be added to your Final Invoice.

## **Are Kid's menus available?**

Yes. Kid's menus are available for guests ages 12 & under. Please click on "[Private Dining](#)" at [www.cafedeluxe.com](http://www.cafedeluxe.com) and click on "**Kid's Menu**".

## **Can I bring my own Centerpieces?**

Yes, you are welcome to provide your own centerpieces as well as fresh floral centerpieces can be arranged through Cafe Deluxe at \$30 per arrangement with a 1 week notice.

## **Can I decorate my event space?**

Fully Private event spaces can be made available 30 minutes ahead of the event start time for decorating. Nothing can be attached in such a way as to leave marks, residue or damage walls, pictures or furniture in any way. All decorating ideas must be discussed and approved in advance by the Sales & Catering Director. Since many of our Semi-Private spaces lie within the actual restaurant, unfortunately we can only allow weighted down balloons and/or centerpieces in these event areas.

## **Can I have live entertainment or use my own music?**

Unfortunately, the size of our spaces & the proximity to the general dining room does not allow for live entertainment, including DJ's unless you have contracted an entire restaurant buyout.

## **Can I connect my Ipod/MP3 to your music system?**

If your event is taking place in one of our Fully Private spaces, most Ipod/MP3 players are compatible with our music system and can be connected to play your customized music during your event. Please note that Cafe Deluxe reserves the right to control all volume on personal music players provided. If your event is taking place in one of our Semi-Private spaces, we can only provide your event with music from our dining room music system.

## **What other services does or can Cafe Deluxe provide?**

Table Settings: All guest tables are automatically covered with white linens, charger base plates and house centerpieces. We offer a selection of colored napkins to theme or liven up your event upon request. All food stations are covered with white linens and black skirting when applicable.

Customized Menu Cards: Cafe Deluxe provides custom headed menu cards which are set at each place setting for all Sit Down meal events.

Specialty Linens: A variety of specialty linens are available at cost through our Catering office.

AV Equipment: Cafe Deluxe offers a selection of Screens and Easels upon prior request. Any additional AV needs can also be arranged at cost upon prior request.

Specialized Food Requests: Cafe Deluxe is proud to offer Gluten Free, Vegetarian and Vegan food upon request. Unfortunately do the nature of our cuisine we cannot fulfill Kosher requests.