

## **Saints Pizza Pub & SkyBar Private Events Frequently Asked Questions**

Updated 06/20/2022

### **How do I reserve the upstairs event space in Skybar?**

We require a non-refundable fee (this is a fee, not a deposit) to hold your date. (Fees addressed below). Please e-mail [saintseventsandparties@gmail.com](mailto:saintseventsandparties@gmail.com) to book your event.

### **How do I reserve space downstairs at Saints?**

We treat it like a regular restaurant reservation unless you place a large food order in which case we may require a deposit to order the products.

### **Is there a room fee for private space upstairs or downstairs?**

Yes. We charge a minimum \$300 room fee, but the amount can be adjusted depending on the day and time of your event, the space requested, staffing needs, etc. We can narrow down the room fee once we know more about the nature of your event. Our rates are always competitive.

### **Is there a minimum purchase required?**

No, however if your event is alcohol-free, there is a \$150 bartender fee.

### **Are there any separate charges not included in the catering price?**

No. All clean up, set up, linens, and wares are included with the price of catering.

### **Can we bring in food catered from an outside company?**

No. Saints/Skybar provides all food and beverage service on our property. Our catering menu offers a wide variety of menu items, but we are always happy to discuss other options if you don't see what you were looking for on our menu.

### **Can we bring in outside alcohol?**

No. It is against state law to bring in outside alcohol not purchased by Saints under our liquor license, but we will be happy to accommodate your needs to the best of our ability. Special orders can be made, but they require at least 30 days notice.

### **Can we decorate?**

Yes, but we prohibit glitter, water beads, and confetti (**including confetti filled balloons**) as it is so difficult to clean up. We also prohibit taping items to any painted surface as it often removes the paint. Candles are not permitted by the Fire Marshal. The space will be available one hour prior to the event. If more decorating time is needed, there will be an additional room fee of \$50 per hour as an employee needs to be available and present at all times while guests are in the room.

### **May we bring in a cake?**

Yes, celebration cakes are allowed, but all other desserts must be purchased through Saints/SkyBar.

### **May we bring in snacks?**

No, all food items must be purchased through Saints/SkyBar. We happily offer a number of different snacking options for your group.

**Can we hire a band or DJ?**

Yes. We will also be happy to provide you with recommendations of DJs and other musicians with whom we have worked in the past.

**Can we play music through your system?**

Yes. Most of our private spaces have sound systems that are bluetooth enabled. We can also hook up to a number of other devices.

**Can we use your audio visual system? Microphone? Sound system?**

Yes, provided we are given notice and an appointment up to 24 hours in advance to test your device/recording/band/DJ equipment. That way we will have plenty of time to work through any issues that may arise with equipment compatibility. We have a microphone that is available, but we require a valid ID to use it. If the microphone is damaged or lost there will be a \$500 replacement fee.

**Other details:**

Any event that includes catering must have the menu AND final head count finalized in writing **TWO WEEKS** prior to the event. This allows us time to order all necessary ingredients from our suppliers. Once said food has been ordered, you are responsible for all charges incurred.

If you fail to provide confirmation, in writing, of your event within 30 days of said event, it may be canceled. Deposits and fees will not be refunded.

Damaged furniture and fixtures may be charged to your party if damage is excessive and/or caused by negligence.

Gratuity of 20% added to all Buffets and Beverage Service for parties in Saints/Skybar.

**Candles are not permitted by the Fire Marshal.**

Cleaning charges from \$50 to \$300 will be assessed for glitter, water beads, confetti, or powder thrown on the floor.