

Event Planning Guidelines

Loss & Property Damage

The client is expected to conduct the function in a legal and responsible manner. The client is responsible for the conduct of their guests/invitees and will be charged for any damages that occur to the restaurant, it's property, or staff during the function. Sabio on Main will not be held responsible for any lost or stolen items brought in by anyone associated with an event including, but not limited to, the customer, their guests or any vendors hired by the customer.

Beverages & Wine

Beverages are charged either by consumption, or at a per person hourly rate depending on the product selected for your event. You may also choose a non-host/cash bar. Please inquire about set up fees and minimums. We are proud to offer an extensive wine list and our Wine Director is happy to assist you in selecting wines to accompany your menu items. To ensure availability, please submit wine selections or a request for assistance from the Wine Director no later than ten days in advance of your event. Please note that no alcoholic beverages may be brought in or taken from the premises. By law, no smoking is permitted within 15 feet of the restaurant.

Event Time Periods

Event time periods are negotiable based upon your needs. Timely adherence to event start and end times are critical to a smooth and enjoyable experience. If you would like to extend your event for more than the allotted time, please advise us prior to your event.

Event Enhancements

Audio visual equipment is available. Please inquire with our Special Events Director for options.

If you would like us to design a customized cake for your event, a 72 hour advanced notice is required.

If you wish to bring in your own cake, we will be happy to serve and plate it. A \$3.00 per person cake cutting fee will be added to your final bill. Floral arrangements, musical instruments, signage, decorations and specialty cakes may be delivered on the day of the event, during regular hours, with prior management approval.

All items must be removed at the close of the event.

Final Payment

Full payment is due upon completion of the event. No split checks are permitted without prior authorization.

Accepted payment methods include: Cash, Visa, MasterCard, American Express, and Discover. Corporate, company or local checks may be accepted only with prior approval from the Director of Special Events.

Personal checks will not be accepted or held in lieu of proper payment.