



## PRIVATE DINING ROOM ARRANGEMENTS

Thank you for considering Zephyr Grill & Bar for your upcoming event.  
Our vibrant atmosphere & menu will dazzle your guests.

### RESERVATIONS

#### GRILL ROOM

Available to host up to 48 guests for a private function Monday thru Thursday for lunch & dinner and Fridays for lunch.

#### BARREL ROOM

Available to host a maximum of 16 guests for a private function Monday - Sunday for lunch, weekend brunch & dinner.

A signed contract & credit card number on file is required to secure your private reservation.

### HOURS & MINIMUMS

A minimum food and beverage charge applies to events in our Grill Room & Barrel Room.  
In addition, all food and beverage is subject to a 20% service charge (gratuity)  
and current City of Brentwood sales tax.

#### DAYTIME

##### GRILL ROOM

Monday - Wednesday: 3 hours, \$500 food & drink minimum

Thursday & Friday: 3 hours, 750 food & drink minimum

##### BARREL ROOM

Monday - Friday: 3 hours, \$300 food & drink minimum

Saturday & Sunday: 3 hours, \$750 food & drink minimum

All private dining lunch reservations must start no later than 1:30pm.

#### EVENING

##### GRILL ROOM

Monday - Wednesday: 4 hours, \$750 food & drink minimum

Thursday & Sunday: 4 hours \$1000 food & drink minimum

##### BARREL ROOM

Monday - Thursday: 3 hours, \$500 food & drink minimum

Sunday: 3 hours, \$750 food & drink minimum

All private dining reservations starting 2pm or later will be considered an evening function.

### ALL DAY MEETINGS

#### BARREL ROOM

Available 9am-4pm: \$650 food & drink  
minimum.

Available Monday - Friday Only

#### GRILL ROOM

Available 9am - 4pm: \$1000 food & drink  
minimum

## MENU SELECTIONS

All food & beverage must be provided through Zephyr Grill & Bar.

The cost per person is based on your choice of menu items. We ask that your menu & the details of your banquet be completed a minimum of fourteen (14) days in advance of your event. Your banquet coordinator will create a custom menu based on your selections for your guests to order from the day of your event.

Availability of products and current prices are subject to change without notice.

For 3-course plated dinner functions, if you would like to provide your own dessert (from a licensed, commercial bakery) we will deduct \$3 from the 3- course plated price.

On the day of your event, we will do our best to accommodate allergies, however, we respectfully decline substitution on the menu items selected.

For all steaks, please note we are unable to take cooking temperatures. Steaks will be cooked medium rare - medium for all banquets

### PROVIDING YOUR OWN DESSERT

Due to Health Department regulations, foods other than those prepared in a licensed commercial bakery cannot be served.

Per Contra Costa County Health Department - Due to food safety issues, no food served on a buffet may be wrapped & taken home. All foods remaining unserved at the end of an event must be discarded.

Zephyr Grill & Bar offers an extensive inventory of wine and prices that is an essential part of our offerings. Therefore, we do not allow wines to be brought in for private parties.

## STAFFING

Grill Room - our banquet pricing includes staffing for your event. However, should you choose a no-host bar additional staffing will be needed to take care of your guest's beverage needs.

Private party guests are unable to go to our main bar to order beverages. The main bar is staffed for our regular dining guests. For a no-host bar, we charge \$75 for a lunch event and \$100 for a dinner event. This amount will be added to your final bill. For a hosted bar or hosted wine & beer & non-alcoholic beverages the labor charge does not apply.

## GUARANTEES

A guaranteed number of guests is required by 11am four (4) business days prior to your event.

Charges are based on the number of guests guaranteed or the actual number of guests exceeding guarantee given, whichever is greater. If a guaranteed count is not received four (4) business days prior, the number of guests originally provided shall serve as your guarantee.

We are unable to decrease your final guest count guarantee after the final guest count guarantee deadline has passed.

## RENTALS

We offer the following rentals: LCD Projector - \$50.00 Screen - \$25.00 Computer Speakers - \$25.00. Additional equipment available - please ask your coordinator for a price quote from outside vendors.

## CHANGES AND SUBSTITUTIONS

Zephyr Grill & Bar reserves the right to make any appropriate food or wine substitutions should the original items become unavailable.

## SALES TAX & TIPPING POLICY

A 20% service charge (gratuity) and current sales tax will be added to your final bill. Per the requirements of the State of California, the service charge is taxable.

## FOOD & BEVERAGE MINIMUM

Should you not reach your food and beverage minimum you may purchase bottles of wine or additional food to take home to meet your obligation. If that is not acceptable then we can add an "unmet minimum" charge to the final bill to make up the difference. Purchasing gift cards will NOT count towards your food and beverage minimum.

## DECOR & DAY OF EVENT SET UP

Please note no taping, tacking or stapling on any surface is allowed.

No confetti, birdseed, rice, flower petals, glass beads, small candies, etc. may be placed on tables or on any surface in the room. Should this occur, a cleaning fee of \$300 will be charged. Also, nothing may be taped, stapled or tacked to any wall or surface in the room.

## CANCELLATION POLICY / PAYMENT TERMS

We require a signed copy of the Grill Room / Barrel Room contract along with a credit card number to secure your reservation. Your credit card is not charged unless you cancel your reservation without proper notification.

Events cancelled less than five (5) business days prior to your event shall be charged 50% of the Food and Beverage minimum as specified in the Hours & Minimums section. Events cancelled less than two (2) business days prior to your event will be responsible for 100% of the charges as stated in the Hours & Minimums section. Payment in full is due at the conclusion of your event.

The credit card listed to hold your reservation is not accessible the day of your event. A credit card must be physically present to pay the final bill unless we have a credit card authorization form on file. This can be arranged ahead of time with your banquet coordinator.

Our banquet coordinator, prior to your event, must approve your event decorations & accessories.

If needed, our Grill Room/Barrel Room will be available forty-five (45) minutes prior to the event for additional set up. Only the Planner & one other guest may have access to the room.

We are unable to accept personal checks as payment  
For parties of 16 or less, you have the option to pay separately.  
Parties of 17 or more will be presented with one check.

Olivia Euan  
Private Banquets: 925-418-2676