

Charleston's

Bar & Grill

General Information for Private Events

Guarantee

A guarantee of the final number of guests is required 72 hours prior to the function. In the event that the patron does not confirm the guest count, the original number of guests, as specified on your Special Event Agreement, will be utilized as the guaranteed number.

Room Minimums

Private dining spaces are assigned a minimum food and beverage based on the day of the week and the time of the event. The minimum represents the dollar amount that must be spent to secure the room privately. If the room minimum is not met, an additional charge will be added to the final bill as a room charge. Sales tax and gratuities do not contribute to the minimum food and beverage requirement. Please refer to your Special Event Agreement for the minimum food and beverage requirement assigned to your event.

Service Charges

All food and beverage provided by Charleston's Bar & Grill is subject to state and local taxes, and a gratuity charge.

Miscellaneous Food & Beverage Charges

It is the policy of Charleston's Bar & Grill Restaurant to prohibit any food or beverage prepared outside of Charleston's from being served on the premises. Exceptions may be made at the Event Coordinators discretion for the purpose of religious necessity or other specific circumstances. All arrangements must be made in advance and require a supplemental signed agreement.

Audio-Visual Equipment

In the event your party requires audio-visual equipment, you are welcome to provide this equipment yourself or your Event Coordinator can refer you to a preferred rental company. It is the patron's responsibility to inform the Event Coordinator of any rental arrangement that the patron has made, including information on the delivery and pick-up of the equipment. The payment for rentals you arrange must be handled directly with the rental company. The restaurant or its staff may not assume any responsibility for setting up or operating your equipment or any rented equipment.

Cancellations

A Special Event Agreement signed by both the patron and Event Coordinator, and an initial deposit (when applicable), are required to secure your reservation. Please refer to your Agreement for specific cancellation timelines and fees based upon the specifications of your event.