



## PRIVATE ROOM EVENT PACKAGES

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<i>Package 1: Large Event</i>	<p>Guest count greater than 60.</p> <p>\$1000 rental fee.</p> <p>Includes use of DJ space.</p> <p><i>Use of the DJ space requires security.</i></p> <p><i>Required security will be provided through The Valley Restaurant &amp; Catering. \$275 room fee for the duration of your event.</i></p> <p>Up to 6 hours of event time.</p>
<i>Package 2: Small Event</i>	<p>Guest count of 60 or fewer.</p> <p>\$500 rental fee</p> <p>Up to 4 hours of event time</p>

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# EVENT POLICIES

<p>Hours of Operations</p>	<p>Events may be scheduled between 8AM-12AM</p>
<p><i>Deposits &amp; Cancellations</i></p>	<p>A non refundable deposit is required to secure your event date.</p> <p>\$100 deposit is required to reserve the date.</p> <p>A 50% payment will be applied after finalization of quote.</p> <p>Remaining balance due 7 days before the event, unless approved in advanced by management.</p> <p>*Any add ons after the finalized quote will be charged on the day of event.</p> <p>Notice of event cancellation must be provided to the restaurant no less than 7 days prior to the scheduled event.</p> <p>Cancellations will result in forfeiture of deposit.</p>
<p><i>Buffet Requirements</i></p>	<p>All events must select a buffet menu option from our event package menu.</p> <p>All buffet services require 1 server per 30 guests. (4 hours minimum)</p>
<p><i>Capacity</i></p>	<p>Maximum occupancy for the restaurant is 150 guests.</p> <p>Private room occupancy is 75 guests.</p>
<p><i>Food, Beverage and Rentals</i></p>	<p>No outside food, drinks, equipment, or supplies permitted.</p> <p>No outside vendors are allowed unless approved in advance by management.</p>

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<i>Servers &amp; Bar Service</i>	<p>Servers: \$55/hour (4 hour minimum)</p> <p>Bar service: \$275 flat rate (4 hour minimum)</p> <p>Drink tickets for pre bought beverages are \$12/ticket.</p> <p>No outside alcohol permitted. All alcohol purchased through restaurant or pre ordered.</p> <p>Beer, wine and mixed wine based drinks available.</p>
<i>Tables, Chairs and Equipment</i>	<p>For private room events, clients may only use the tables and chairs located inside the private room or restaurant.</p> <p>Additional tables, chairs, specialty items or equipment rental need to be approved by management.</p> <p>All booths, large furniture, and restaurant decor must stay in place, unless approved by management.</p>
<i>Decorations</i>	<p>All decorating and cleanup must be completed within the contracted rental period.</p> <p>No tape, hooks, adhesives, nails, staples, or any items may be attached to walls, ceilings, or fixtures.</p> <p>No confetti, glitter, or similar items are to be used.</p> <p>Decorations left behind will be discarded.</p> <p>Servers are not responsible with decorating or removing decor.</p> <p>Valley Restaurant and Catering is not responsible for any damage caused by client decor or decorating services.</p>
<i>Setup and Cleanup</i>	<p>Clients are welcome to set up the day before the event between 8:00 a.m. and 3:00 p.m for private room only.</p> <p>For bar room decorations, please arrive after 3:00 PM and</p>

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coordinate your setup time with management in advance.

Please note that the restaurant will be open during this time, and we kindly ask that you remain mindful of guests and staff.

Valley Restaurant and Catering is not responsible for any vendor's equipment.

Additional fees may be added if more time is needed for setup and cleanup.

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*Audio/Visual  
Equipment*

TVs are available for client use.

Clients must provide their own laptop and USB/HDMI cables.

Clients are responsible for confirming TV compatibility during the scheduled walkthrough.

Microphone and speaker available at an additional fee.

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