

Spillover Room

Private Event Venue

9 West Portal Avenue, San Francisco, CA 94127

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Welcome to Spillover Room, located in the beautiful West Portal District of San Francisco. We would be happy to welcome you and your guests to enjoy our small production wines, craft beers, gourmet small plates and delicious flatbreads.

We can accommodate up to 49 guests in a reception-type event.

Our banquettes will comfortably seat up to 25 people

Ask any of our bartenders to show you the space on your next visit.

Private Events

\$60 per person (\$1000 Minimum)

INCLUDES FOOD, WINE AND 3 HOURS OF PARTY TIME!

~ Includes Bartender and Kitchen Service Staff

~ Private Space for up to 3 hours (during normal hours of operation)

Service Charge and Tax: Events are subject to a 20% Service Charge and 8.75% CA Sales Tax

Daytime Meeting Space Flat Rate (Room-Only / No Staff Services): \$300

(Room Available 8 am to 3 pm)

Food Served

Flatbreads (your choice)
Hummus platters
Cheese plates
Charcuterie plates
Roasted Nuts and warm Olives
Kale Salad
Roasted Brussel Sprouts
Seasonal Burrata dishes

Add-On Food Platter Options - \$15 per person

Smoked Salmon platter
and
Steak Tartar served on Crostini

(Please give a notice of 5 days for steak tartar and salmon in order that we may source the very best meat)

Beverages Served

You may choose three red wines, three whites, and a sparkling wine from our menu. Please refer to our most current menu for wine selections and we'll do our very best to accommodate your selections. Because we work with many small producers, occasionally we simply sell out of a wine selection and it may no longer be available. Lastly, any selection of wines on the bar menu with a bottle price of \$60 or more may be served, but simply as an additional charge to your bill on a per bottle basis. Bottled beer, cider and Pellegrino sparkling water will be provided no additional charge.

Additional Information:

Wine, Beer & Food menu is subject to change based on availability and seasonality.

Legal Capacity: 49 people, seated and standing. Our banquettes will comfortably seat up to 25 people.

Timing: Includes up to 3 hours during posted hours of operation. Additional hours available for an extra charge.

Music: We can change the music to fit your preferences. Feel free to bring in your own mp3 player with playlist.

Layout Options: We are flexible; just let us know what you prefer.

General Information: Though we serve food, we are classified as a bar under California Alcoholic Beverage Control laws. Therefore, **all guests must be 21 years of age or older**. No outside food or drink allowed. No smoking/vapor on premises. No animals allowed (except for service animals)

Deposit: A \$250 deposit is required to confirm a reservation and is due upon initial contract by credit card. This deposit charge will be reversed on your final bill after the conclusion of your event.

Payment: Full payment is due upon conclusion of the event. We accept MasterCard, Visa, and Cash.

Cancellation Policy: If a cancellation occurs within two weeks of your event, 50% of the \$250 deposit will be forfeited. If the event is cancelled seven days or fewer from the event date, the entire deposit will be forfeited and no refund will be issued.

Holiday Season Cancellation Policy: For events scheduled in **November/December**, 50% of the \$250 deposit will be forfeited if cancellation occurs 30 days or fewer from the event date. If cancelled with fewer than 15 days from the event date, the entire deposit is forfeited.

Guest Count: We kindly ask for a reasonably accurate confirmation of your guest count plus or minus 5 guests. However, if this is a small event with fewer than 17 people attending, the \$1000 minimum applies.

Service Charge and Tax: 20% Service Charge and 8.75% CA Sales Tax.

Vin Debut, LLC

“Spillover Room”

Private Event Contract

Date of Contract _____

This is a contract for services and agreement to pay for services in accordance with the terms set forth herein, between Vin Debut, LLC and

Group Name (Customer) _____

Contact: _____

Address: _____

City: _____ State: _____

Zip: _____

Phone: Daytime: _____

Cell: _____

Email Address: _____

DATE OF EVENT: _____

Starting Time of the Event _____

Ending Time of the Event _____

Number of Guests _____

Terms of the Contract:

In consultation with Vin Debut, LLC, the Customer shall select a food and beverage menu tier. The costs for the menu options selected shall be summarized in the Financial Summary herein. Vin Debut, LLC reserves the right to substitute items (including but not limited to food, wine and beer) that become unavailable or exceed reasonable market prices.

Confirmation of Reservation: Confirmation is not made until Vin Debut, LLC receives deposit.

Payment and Method of Payment Deposit: A security deposit of \$250 by check/cash or credit card is required to secure your date and will be deducted from your final bill. The balance will be due at the close of the event.

We do not split checks for private events; one credit card please.

Cancellation Policy: If a cancellation occurs within two weeks of your event, 50% of the \$250 deposit will be forfeited. If the event is cancelled seven days or fewer from the event date, the entire deposit will be forfeited and no refund will be issued.

Holiday Season Cancellation Policy: For events scheduled in **November/December**, 50% of the \$250 deposit will be forfeited if cancellation occurs 30 days or fewer from the event date. If cancelled with fewer than 15 days from the event date, the entire deposit is forfeited.

Final Guest Count: If your guest count exceeds the number previously agreed upon, there will be a charge of \$60 for each additional guest; \$75 per person if Steak Tartar and Salmon Platters are added. If there are fewer than anticipated guests, you will be charged according to the number of guests in attendance and the \$1000 minimum still applies.

Vin Debut is a classified as a bar per California Alcoholic Beverage Control, therefore, all guests must be at least 21 years old with valid photo identification.

Smoking of any kind is not allowed (including e-cigarettes): If your guests wish to smoke, it must be done outside the bar, 20 feet from the door or at the curb.

Deliveries: If you wish to have flowers or desserts delivered to us for your event, make sure to clear it with the manager for appropriate delivery time.

Price Break Down:

Food and Beverage Charge Per Person (\$60) _____

Number of Guests _____

Subtotal Food and Beverage Charge _____

Optional Food Charges \$15 / Plate

Number of Smoked Salmon platters _____

Number of Steak Tartar _____

Subtotal Optional Food Charges _____

Tax (8.75% of the total) _____

Gratuity (20% of food and beverage charges) _____

Grand Total _____

Deposit \$250 : _____

Credit Card Number : _____

Expiration Date _____

CCV _____

I agree to the above terms and conditions:

Signature: _____

Printed name : _____