

Spillover Room

Private Event Venue

Hello! 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 and gourmet small plates. Spillover Room is the perfect place for nearly any event or celebration. We can accommodate up to 40 guests comfortably (in a standing room only, cocktail reception-type event). To learn more about our services, please contact us via email at: events@spilloverroom.com. Also, our bartenders would be happy to let you walk through the space on your next visit.

The Spillover Room is located:

9 West Portal Avenue, San Francisco, CA 94127

Phone: 415.987.0414

mgr@vindebut.com

Andrew Bauman – Hospitality Manager

(415) 636-1637

Private Events

\$60 per person

(\$1000 Minimum)

~ Private Space for up to 4 hours (during posted hours of operation)

~ Bartender and Kitchen Service Staff

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 8am to 2pm)

Food

Hummus platter

Cheese plate

Charcuterie plate

Roasted Nuts and warm Olives

Kale Salad

Roasted Brussel Sprouts

Seasonal Burrata dish

Choice of Flatbreads

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

Smoked Salmon platter

and

Steak Tartar served on Crostini

(Please give 5 day notice in order for us to source the best meats)

Beverages

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 particular wines and must wait for the next vintage. Lastly, any selection of wines on our bar menu costing \$60 or more per bottle 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.

Capacity: (Standing) Up to 40 people maximum. Our banquettes will comfortably seat up to 25 people.

Timing: Includes up to 4 hours during posted hours of operation.

Each additional hour is \$150. Additional service after posted closing time is \$200 per hour.

Music: We can change the music to fit your preferences. Also, we have a vintage turntable if you'd like to dust off that special vinyl record.

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

General Information: Though we serve food, we are designated as a bar under California law. Therefore, **No persons under 21 allowed**. No outside food or drink allowed. No smoking/vapor on premises. No animals (except service animals)

Deposit: A \$250 deposit is due upon initial contract by check and is equal to 50% of the total.

Payment: We require a signed credit card guarantee form to confirm a reservation. Payment is due upon conclusion of the event. We accept corporate checks, MasterCard, Visa, and Cash.

Cancellation Policy: If a cancellation occurs within two weeks of your event, your 50% deposit paid up front will be forfeited. If you cancel your event within seven days of the event date, your deposit is forfeited and your credit card will be charged the remainder due, plus tax from the agreed total amount on the contract.

Holiday Cancellation Policy: In November/December, your deposit is forfeited if cancellation occurs within 30 days of your event date. If you cancel your event for November/December with less than 15 days notice of the event date, your deposit is forfeited and your credit card will be charged for the agreed total amount on the contract.

Guest Count: We require a confirmation of your guest count. If your guest count is fewer than the number guaranteed one-week prior to your event, you will still be charged for the guaranteed number of guests. If we are not notified of your guaranteed count one week prior to your event, we will use your original estimated guest count as the confirmed guest count, and you will be charged accordingly.

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

Estimated 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 by check/cash equal to 50% of the estimated cost of the final bill which is set forth in the financial summary herein, is required to secure your date and will be applied to your final bill. The balance will be due at the close of the event. For deposit only, we accept cash, credit card (Visa or MC only) and approved checks.

Final Payment: Final Payment is due at the conclusion of the event. No split checks are permitted. For final payment only, we accept cash, credit card (Visa or MC only) and approved local checks with proof of identification only. Out of area checks are only accepted with prior management approval.

Cancellation and Deposit Forfeiture Policy:

The following cancellation and deposit forfeitures apply:

Party cancelled 29 days or more before the event: 100% refund of deposit.

Party cancelled 22 days to 28 days before the event: 75% refund of deposit.

Party cancelled 15 days to 21 days before the event: 50% refund of deposit.

Party cancelled 1 day to 14 days before the event: 0% refund of the deposit.

Days are measured in 24 hour increments counting backwards from the start time of your event.

Final Guest Count: If your guest count exceeds the number previously agreed upon, there will be additional charges based on the additional guest count and the food and beverage tier selections.

If your guest count is less than the number previously agreed upon, you will still be charged the fixed price.

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.