



HOST YOUR EVENT @ DERBY

If you are planning an event during the month of December, please make sure to read our additional policies in red below.

Option 1: GROUP RESERVATION

OFFERED FOR: Groups of 8 to 25 guests for dining or happy hour style events for up to 50 guests.

Please note: this option is only available during regular operating hours.

- The restaurant will remain open and available to the public; however, a section will be reserved for your group. This is not a buy-out.
- Your credit card info will be required to hold a reservation.
- There is a minimum food and beverage purchase of \$25 per person*. The credit card held will be charged any supplemental amount if the minimum per person food and beverage spend is not met.
- Guests may order off the regular menu or the host may pre-select a catered menu.
 - o If ordering off the regular menu, please note that with large groups food will be served in batches, as it's prepared. All guests may not be served simultaneously due to kitchen capacity for a large number of varied orders placed all at once. Final guest counts for table reservations are due 5 days prior to the reservation date.
 - o All catered menus have a 15-person minimum order. Final guest counts for catered menus are due 10 days prior to the event date. After a final guest count is received this number cannot be reduced, but may be increased at the discretion of Derby's management.
 - o If selecting a catered menu, final menu selections are due 10 days prior to the event.
- Guests can either have separate tabs or one group check, however, the host's credit card will remain on file for any supplemental different if guests no show or do not pay their portion.
- Beverage options:
 - o Option 1: The host may run a tab and cover the cost of all beverages ordered. Host may set limits on what they are willing to cover on this tab.
 - o Option 2: The host may pre-buy drink tickets for guests to use for their choice of beer, wine or highball cocktail. Drink tickets are \$11 each. Once drink tickets are used guests will have the option of buying additional drinks at the bar on their own.
 - o Option 3: Guests can purchase their own drinks at the bar throughout the event.
- Cancellation Policy:
 - o If ordering off menu: We require at least 5 days' notice to cancel a reservation without penalty. If you cancel with less than 5 days' notice, your credit card may be charged a late cancellation fee of \$25 per person.

- If planning a catered menu: We require at least 10 days' notice to cancel a reservation without penalty. If you cancel with less than 10 days' notice, your credit card may be charged a late cancellation fee of \$25 per person.
- All transactions will have a 23% service charge added to the final check.
- All reservations are made for up to two hours. Additional hours can be booked for \$250 per hour.

Special Policies for December Reservations:

***Due to the demand for holiday parties, during the month of December Derby's minimum food and beverage purchase is increased to \$50 per person for general table reservations (appropriate for groups up to 20 guests). Groups exceeding 20 guests or smaller groups reserving exclusive use of Derby's lounge area will held to a \$3000 food and beverage minimum purchase for their entire group.**

Option 2: FULL RESTAURANT BUY OUT

OFFERED FOR: Groups of up to 100 guests for dining or happy hour style events for up to 150 guests.

- With this option the restaurant will be closed to the public and the entire restaurant space will be exclusively reserved for your event. All buy-outs include a 2 hour event timeframe. Additional hours can be purchased for \$250 per hour.
- There is a \$1000 room fee to book a buy-out (this includes Derby's restaurant space only). A buy-out is not considered booked until the room fee is received and processed. The room fee will be taken as a deposit for your event.
- In addition to the room fee, we require a credit card to hold for supplemental charges.
- Buy-outs at Derby require the following food and beverage purchases are met:
 - \$4500 for daytime events
 - \$2000 for events beginning after 2:00pm
 - \$1500 for events beginning after 7:00pm
 - **All events during the month of December, regardless of event timeframe, require a \$5000 food and beverage minimum purchase be met.**

If the minimum is not met your credit card will be charged the supplemental difference.
- For groups under 50 guests: Guests may order off a limited menu or a catering menu may be planned. Using a planned catering menu is highly recommended for buy outs! Please note there is a 15-person minimum order on all catering menus. When ordering off-menu, food orders must be staggered when placed, and thus, food will also be served staggered. With planned catering menus, all guests can have food available at the same time.
- For groups over 51 guests a catering menu must be planned. Guests may not order off-menu.
- Menu selections and final guest counts for catered menus are due 10 days' prior to your event date. If guests are ordering off-menu we ask for an updated guest count 5 days prior to your event.
- Food purchases must be settled on one check.
- Beverage options:
 - Option 1: The host may run a tab and cover the cost of all beverages ordered. Host may set limits on what they are willing to cover on this tab.
 - Option 2: The host may pre-buy drink tickets for guests to use for their choice of beer, wine or highball cocktail. Drink tickets are \$11 each. Once drink tickets are used guests will have the option of buying additional drinks at the bar on their own.
 - Option 3: Guests can purchase their own drinks at the bar throughout the event.
- Cancellation Policy:
 - We require at least 10 days' notice to reschedule your buy-out without penalty. If you reschedule or cancel your buy-out within 10 days your credit card will be charged a \$25 per person cancellation fee.

- The room fee is non-refundable, but the event date can be transferred to another available event date, if given at least 10 days' notice prior to your original event date.
- A 23% service charge is added to all final invoices.