



COMMUNITY ROOM POLICIES

Event Information

Meeting the Food and Beverage Minimum

All food and beverage sales are applied towards the minimum. If the minimum is not met in food and beverage, the difference will be added to the bill. Taxes and gratuity are not applicable to the minimum.

Take away gifts (see below) can be applied toward the food and beverage minimum. Gift cards cannot be sold to supplement the difference.

Extended Rental Periods and Overlapping Hours

Rentals exceeding 3 hours for morning and daytime events and 4 hours for evening events will be charged an additional \$20 rental fee and \$200 food and beverage minimum per hour.

If the rental time spans across more than one time frame (for example, a rental time of 10am-1pm spans across both morning and daytime hours), the rental fee and food and beverage minimum of the time frame with the majority of hours will be applied (in the above example, the daytime rental fee and food and beverage minimum would apply). If the hours are split evenly between two time frames, the rental fee and food and beverage minimum will be the average of the two time frames.

Separate Checks

We ask that parties of 12 or more have no more than 2 separate checks. Seated parties may pay for drinks individually. Cocktail Receptions and Open Houses may pay for drinks individually, but tabs are not allowed; drinks must be paid for upon order.

Access

Unless otherwise arranged, you will have access to our community room 30 minutes before your contracted start time.

Payment

The entirety of the bill must be paid in full at the conclusion of the event. Cash or credit card are accepted.

Cancellations

Rental fee is non-refundable. However, an event may be rescheduled at no additional charge if done so at least 14 days prior to the initially scheduled event. If cancellation of a reservation occurs within 72 hours of the event, additional fees may apply for food and/or decor.

Outside Food and Beverage

Outside food and beverage is not allowed to be brought into Birchwood Cafe.





Room Set-Up

Birchwood Cafe provides white linen napkins and flameless candles by request at no additional charge. Flowers may be purchased for \$25 per centerpiece. Birchwood Cafe is not responsible for the set-up of any additional decorations or arrangements, which must be set-up within 30 minutes of the event start time, unless otherwise arranged.

Birchwood Cafe event coordinators will determine the set-up of the room according to the number in the party, the occasion and any other details discussed while booking. Please be assured the room will be arranged for maximum comfort and flow. If you have a preference of one of our floor plans, please notify our event coordinator.

Parking

Birchwood Cafe is located in the residential neighborhood of Seward. There is free street parking surrounding the cafe and bus lines within one block.

Audio/Visual System

Our community room is outfitted with a large wall projector, perfect for a picture slideshow, business presentation or film showing. Please bring a computer to hook up to our HDMI cord/HDMI adapters with prior understanding that we may not have the correct adapter cord for your computer. Use of our projector requires no additional payment.

The room also has a full sound system. A phone or music device may be hooked up to play music. Music can also be turned off altogether.

Take Away Gifts

Please notify us beforehand if you would like take away gifts for your guests. Take away gifts will be applied toward your food and beverage minimum. Gifts are priced per item.

Birchwood Pint Glass	\$5	Birchbark Tea	\$12
Hot Cocoa	\$7	Cafe Mug	\$15
Housemade Jam	\$8	Deneen Pottery Mug	\$15
Breakfast in Heaven Granola	\$10	Savory Sweet Cookbook	\$24.95
Peace Coffee Birchwood Blend	\$12	Birchwood Cafe Cookbook	\$29.95

Contact

To submit an inquiry, fill out our form at <https://www.birchwoodcafe.com/private-events/> or email us at events@birchwoodcafe.com.

Acknowledgment

These policies have been put in place to best accommodate our guests, service staff and kitchen staff. By paying the room fee, you are confirming your reservation, as well as agreeing to adhere to our current guidelines and any minimums that may apply.

