

Spiro's  
**HILLTOP** FISH FARE & STEAKHOUSE

## THE CLIPPER ROOM

Location: Main Level

Capacity: 15 guests

Presentation Capability: 55" TV Screen with HDMI hookup

Table Shapes: Large Oblong

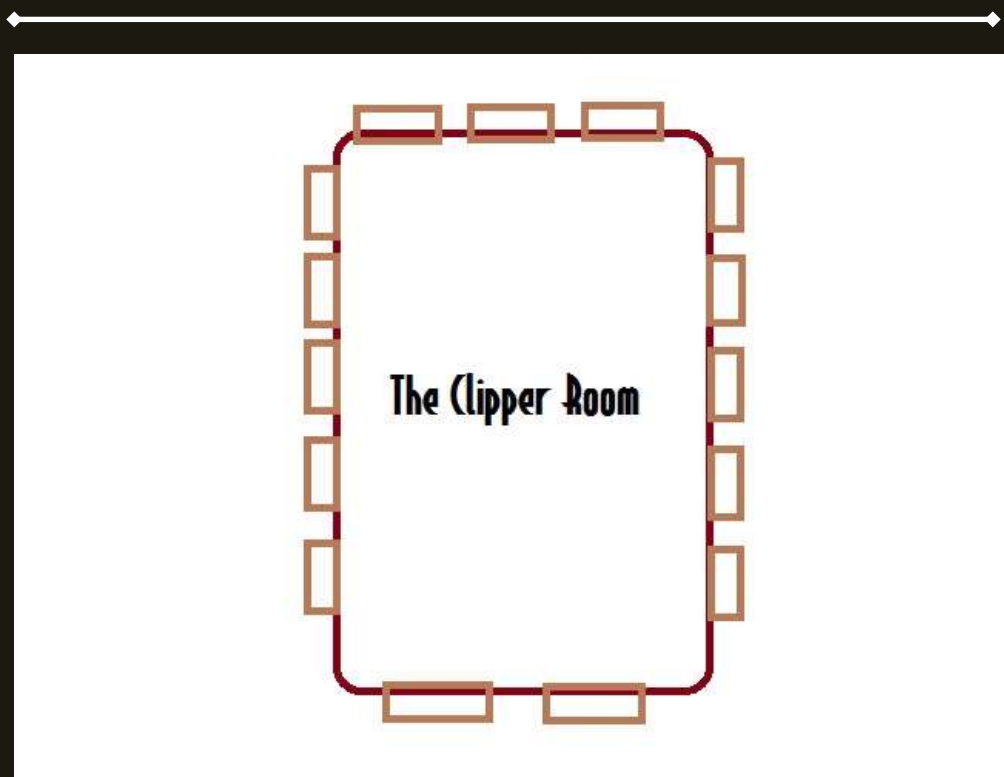
Minimum: 12 dining guests

Booking Fee: \$12/empty seat less than 12

No Booking Fee or Deposit Required Monday-Thursday

Room Security Deposit: \$40

*\*Please note – Cake Tables, Appetizer Tables, Gift Tables and/or projector screens for presentations may affect Room Capacities.*



# BOOKING TERMS

**Security Deposit:** Fully Refundable if Minimum Requirement is met with dining guests. Guests not purchasing an entrée do not count towards minimum. Not fully refundable for cancelled events. Cancellations with at least 3 months' notice will receive a 50% refund.

**Minimum Requirement :** This is the amount of dining guests required in order to reserve a private room without a room fee.

**Rental Fee:** Our fees are \$0 if you meet the minimum number of dining guests. This is an incremental fee allowing you to book a larger space with less guests if desired for set up, cocktail mingling, etc.

**Menu:** No Set Menu Required for this space

**Allergy/Special Diet:** If there are guests attending with special dietary needs or food allergies, we must be made aware prior to the event and a special menu may be offered.

**Cake Service:** We will store your cake prior to the event, set up a cake table with china dessert plates & forks, cut, serve, and clean up cake. \$1/person

**Linen Rental :** \$9.50 per linen which covers 8ft. table (seats 8 guests/average cost \$1/person) \*Swatch Available for Color Selection - Color Linen Napkins 0.65/person

**Table Set Up:** We are able to set up an appointment with you to do a run through of the space & to discuss room set-up, head table, cake table, sign in table, etc.

**Decorate your space:** Permitted to bring in your own table decorations. You will have 30 minutes prior to event to access the space and set-up. If this is not enough time or If you would like to use our staff to set up all decorations/linens, etc. there is a \$75 set up fee which will ensure the space is ready to-go upon you and your guests arrival. Decorations may be dropped off morning of the event and we will complete table set-up/decorating. Once event is over, decorations must be collected and taken back. \*Confetti not permitted

**Reservation Time:** **All reservations are booked for two hours** in designated space. For very large parties, exceptions may be made by management if more time is needed. Additional time may be rented if desired.

**Taxes & Service Gratuity:** NC Sales Tax & 20-22% Service Gratuity Automatically Added

**A/V Equipment:** A mobile projector screen may be rented and is available for \$25.00. The projector and laptop must be provided by the customer. A time for a practice run is suggested to ensure quick and easy set up. If noted on your space selection above – our TV's are available for your presentation needs – must provide your own HDMI cord. - \$20.00 Usage Fee

**FINAL PAYMENT:** Payment due at the end of event. **FORMS OF PAYMENT ACCEPTED:** Cash, Company or Certified Check Preferred, All Major Credit Cards accepted.

### **DON'T WANT A SET MENU?**

Any Groups less than 25 guests can be accommodated on separate checks day of event with an open menu. Groups over 25 are required to be on ONE CHECK.

## Need help collecting Payment from guests?

*Menus for one set price per person may be created if you are required to collect payment from your guests prior to the event.*

### Alcoholic Beverages: Different options available

1. Open Bar
2. Limited to Beer & Wine Only
3. Limited to Specific Liquor Cocktails, Beer & Wine
4. Cocktail Hour: Limit guests to a specific time frame with Cash Bar to follow
5. Cash Bar Only (guests are responsible for any and all alcohol purchases)
6. Champagne Toast with a Cash Bar to follow
7. Running Tab with Set Budget (i.e. \$500 bar budget, once this is met we will notify host/hostess and will then decide to cut off the bar and allow guests to purchase their own beverages \*cash bar)