



TANGLEWOOD

## PRIVATE ROOM INFORMATION

### Food and Beverage Minimums

Our private upstairs area can fit up to 30 guests comfortably. We can offer pre-set menus or passed appetizers, whichever you prefer. These type of parties require a server assigned to your party. The gratuity is \$120 or 20% of your total bill, whichever is greater. If you would prefer to use the space and utilize our counter staff in a more casual agreement, please let us know. We are happy to help accommodate your event. We currently do not require a Food & Beverage Minimum or Deposit for our private upstairs room. Please call a manager on duty at the restaurant (713-789-0642) for any questions. Our current private event managers are Vincent Torres, Amanda Nathan, and Caitlin Worthing.

Availability may be subject to vary depending on the season and peak hours.

### Gratuity & Room Charges

We cannot do separate checks under any circumstances when providing a pre-set or passed appetizer party, which requires a private server. The only way we can execute separate checks is having guests order downstairs with counter staff and being provided a number for the location of their food.

Currently, we just ask that if you do need to cancel, you give us at least 48 hours notice. If you cancel 24 hours prior to your event or less, you will be subject to a charge if menus have been prepared and a server scheduled.

### Confirming Parties

When you decide that you want to book a private party, a contract will be sent to you. This contract will ask for a credit card to keep on file in case of cancellations according to our previously stated policy. You will only be charged in the event of a cancellation. This puts a temporary hold on the room. Your party is not booked. Once the contract is signed and returned, the room is officially yours.

Note: If we have not received a signed contract, and another group is interested in the specified room, you and your group will have first right of refusal for the room. We will contact you via email and phone to check to see if you are still interested in booking.

We will need an answer within 24 hours of contacting you. We can only hold an unsigned contract for 48 hours, after the fact we will release the room to other inquiries.

## Menu

We are dedicated to the craftsmanship of food and our menus change seasonally. When choosing your menu options, please note substitutions may occur when menu changes take place.

Guests will be able to choose their option during the event with a limited pre-fixed menu or you can opt for a buffet setup. Sales tax and gratuity not included in menu pricing. We charge alcohol based upon consumption. We can offer a Non-Alcoholic Beverage package for \$50. It would include unlimited iced teas, fountain sodas, drip coffee, and our seasonal lemonade. It does not include beverages from our espresso machine, fresh squeezed juices, or hot tea.