

FAQ:

*** What fees are included in our private dining areas?**

We do have food & beverage minimums, a room fee and a venue fee, which vary depending on the size of your group, the time of year, and the day of the week.

Food & Beverage Minimum - All food and beverage go towards the minimum, gratuity and tax is additional.

Room Fee - The room fee is waived if the food and beverage minimum is met. If the minimum is not met, the room fee is added to the total bill for the unmet remainder.

Venue Fee - The venue fee is a flat fee for reserving the venue

***What is the gratuity and Tax?**

The gratuity is 20% and the tax is 8.8%

***What is an admin fee?**

The administrative fee referenced herein is for administrative overhead, documentation, preparation, and other management of the event; such administrative fee is not, nor is it intended to be, a service charge, tip or gratuity, for wait staff, service employees or service bartenders.

***What is the cancellation policy, refund & reschedule policy?**

If, for any reason you need to cancel within 72 hours or less. This will result in 100% payment of the minimum amount and sales tax. If the client reschedules the event, the client must notify Carboy Winery & Logan Street Restaurant at least thirty (30) days prior to the event date. Any rescheduling must take place within twelve (12) months of the original scheduled event date.

***Is there a deposit to secure event space?**

In order to secure your private event, you will pay a deposit of 25% of the food and beverage minimum and a signed contract must be received. The deposit will be deducted from the final bill. Payment in full is required at the completion of the event. All deposits are non-refundable.

***What forms of payment do you accept?**

We take all major forms of payment, AMEX/Visa/ Discover/MasterCard and cash. We do not accept checks.

***How is my final bill presented?**

Your final bill will be presented at the end of your event after all food and beverage has been added. If you do not meet the minimum, the remainder is added as the room fee.

***Can we have separate checks?**

All food and beverage does have to be all on one check. We can take up to four forms of payment.

***What if I did not want a private event with a minimum, but have a large party?**

CARBOY WINERY: The winery is a first come first serve basis. We run a waitlist once we are full. If you want to book a tasting for a group, please visit the website.

LOGAN STREET RESTAURANT: The restaurant takes reservations up to two weeks in advance. The restaurant will accommodate up to a maximum of 16 people.

***What if I want a private event with a tasting incorporated into your private event?**

Tastings can be incorporated with private events. Additional fees apply.

***Are there preset menus available in private events? YES**

Private parties select from one of the following our styles of services:

1. Reception-Style

- A Standing style event with limited seating meant for mingling.
- Stationary and/or Passed
- Designated for a minimum of 15 guests and a maximum of 200 guests

2. Buffet Style

- Features one menu that is preselected and is in a designated area
- Designated 15 or more

3. Family Style

- Provides an environment where guests can enjoy the pleasure of sharing a meal together, like a family.
- Designated for a minimum of 10 guests and a maximum of 36

4. Pre Fixe Menu

- Family style salads, a limited selection of entree choices and preselected dessert
- Additional enhancements may be added on for an additional cost such as appetizers
- Designated for a minimum of 10 guests and a maximum of 24 guests

***How are the beverage options for private parties?**

Private parties select from one of the following our beverage options:

1. All Inclusive Beverage Package

- You will choose from one of the three packages listed below. This is a per person price for a 3 hour period.

2. Bar Based on Consumption

- Guests order from a selection of wine, beer & spirits that you will choose prior to the start of the event. All beverages consumed will be added to the final tab and is paid by the event host at the conclusion of the event.
- Please select one of the packages below 1, 2 or 3 for the specific product that will be available at your event.

3. Cash Bar

- Guests order from a selection of wine, beer & spirits that you will choose prior to the start of the event. Your guests will be responsible for their own beverages and can start a tab with a credit card or pay with cash.
- Please select one of the packages below 1, 2 or 3 for the specific product that will be available at your event.

***When do you need a final headcount?**

We need a final headcount 12 days prior to the event. If the party increases in size the day of, we will add on to the per person price based on the final headcount. If you have a decrease in guest count, we will honor your last guaranteed guest count provided 12 days prior. If the party increases in size the day of, we will add on to the per person price based on the final headcount. If you have a decrease in guest count, we will honor your last guaranteed guest count provided 12 days prior.

***When can I access the space for set up?**

We start to set up the room an hour and half to two hours prior to the event start time. You can come in 45 minutes prior to the start of the event. If you need more time, it must be planned with the events manager prior. You must communicate with the event manager if you plan on coming early.

***Is there internet access in the event space?**

Yes - We will have a guest wifi network available.

***Can I bring my own dessert? Is there a cake-cutting fee?**

Guests are welcome to bring in their own desserts, such as birthday cakes, but you must bring in your own knife and serving utensils. You will be responsible for cutting your own cake. We do not have a cake cutting fee.

***Can I bring outside food to our event?**

The only outside food permitted is dessert. Cake, cookies, cupcakes and etc.

***Can I take home retail or wine if I do not hit the minimum?**

Bottles of wine, retail items, additional food and gift cards cannot be used if you do not meet the food and beverage minimum.

***Can I bring in my own bottle of wine? Is there a corkage fee?**

BYO is not permitted. All of the wines are preselected from our beverage menu.

***Can I bring decorations?**

We allow tabletop centerpieces or any other personal decorations that must meet local fire department, health department and any other governmental regulations. Nothing may be affixed to the walls of the restaurant. All decorations, advertising, and outside contracted entertainment including client signs and banners must be discussed in advance with the event manager. Client shall not make any additions or alterations to the interior or exterior of the event area or to the fixtures, furnishings and equipment therein, and, except with respect to articles of appointment permitted by Carboy Winery & Logan Street Restaurant, client shall not install, place or cause to be placed within the event area any nails, hooks, tacks, screws, tape or other devices into parts of the facility, or to the fixtures and furnishings placed therein, or otherwise affix anything thereto, without the prior written consent of Carboy Winery & Logan Street Restaurant. Client is responsible for costs or expenses incurred by Carboy Winery & Logan Street Restaurant for damage to the facility as a result of client's additions or alterations decorations to the Facility.

PROHIBITED ITEMS: [NO](#) confetti, glitter or any materials that require extra cleaning is allowed in or outside of the premises. This includes party poppers, silly string, flower petals, rice, fake snow, balloons with confetti in them, duct tape, etc. A minimum \$250 clean-up fee will be assessed for ANY of the above found during or following the event.

***Do your tables have linens? Can you get custom linens?**

We do not provide table linens, but please feel free to bring in any table décor. We offer beautiful wood tables in the private event space.

***Can I bring flowers, or can I get them through the restaurant?**

Guests are welcome to provide their own flowers for events. We can provide a preferred vendor list.

***Do you have the ability to show presentations?**

In our private dining room we have a 55" TV that can be used for presentations or slideshows. There is an HDMI port that can be used to display on the screen. We do not provide the chords needed (HDMI).

***Can we play our own music in the event space?**

You can play your own music through our speakers in the following event spaces:

In the Bubble Barn-YES *Only mid September through late May (this is because in late Spring, Summer and Fall there could be two different parties with a designated area of our Courtyard).

In the Private Dining Room-YES*Only mid September through late May (this is because in late Spring, Summer and Fall there could be two different parties with a designated area of our Courtyard).

In Private Dining Room, Bubble Barn and Courtyard-YES

In the Winery-NO

Can we have live music or a DJ? Limited

*We do not allow live music or any amplified noise in our outdoor event spaces

*It is permitted for day time parties in our private dining room only and for parties that end before our full service restaurant opens up daily.

*It is permitted if you buy out Carboy Winery or Logan Street Restaurant

***Do you have parking?**

We have a parking lot available 7 days a week from 12pm-11pm@ 643 N. Pennsylvania St.

***Handicap Access-we have three handicap accessible entrances**

Carboy Winery: Main entrance located on the corner of 7th and Logan Street

Logan Street Restaurant: Main entrance

Private Dining Room and Bubble Barn: South west corner of our building, we have a side entrance outside the private dining room