

# One Fish –Two Fish Private Room “Patio” Agreement 2018

2109 W. Great Neck Road Virginia Beach 23451

(757) 496-4350 Fax (757) 496-4353

**Event Manager: Royal Nettles, [Royal@onefish-twofish.com](mailto:Royal@onefish-twofish.com)**

The room accommodates up to 70 guests for a sit down dinner or cocktail party.

The room is available from 5 pm until 11 pm.

**\*Please note that Memorial Day weekend through Labor Day Weekend, we can only accommodate up to 50 guests on Friday and Saturday nights for a sit-down dinner.\***

Sunday through Thursday: Food & Beverage Minimum of \$2500. Room Rental: \$250

Fridays and Saturdays: Food & Beverage Minimum of \$3500. Room Rental \$350

*Holidays and holiday weekends are \$500 additional Food & Beverage Minimum.*

The room rental fee applies to tables, chairs, linens, lighting and room set up.

Tax is 11.5% on subtotal billed amount.

Service Charge is 20% on subtotal billed amount.

*The food and beverage minimum cannot be met with audio visual equipment, room rental charges, gift certificates, or to-go food and beverage (including wine).*

In order to reserve a date, a credit card is required. Thirty days before your event, the minimum amount and rental fee is required. These deposits are non-refundable. Cancellation for any reason must be made thirty days in advance; otherwise, the minimum amount is non-refundable.

Cancellation must be submitted in writing. The balance of your event will be collected at the end of the night on your date.

Should you not meet the required minimum amount, a charge will be applied to bring the balance to the minimum.

**Date of Event:** \_\_\_\_\_ **# of Guests:** \_\_\_\_\_ **(Confirmation Head Count due 7 days prior)\***  
*[70 is maximum capacity, 50 on Fri and Sat during peak season]*

**Event:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Contact Information:** Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

**Food and Beverage Minimum:** \_\_\_\_\_ **Room Fee:** \_\_\_\_\_

**Deposit Amount:** \_\_\_\_\_ **Deposit Due Date:** \_\_\_\_\_

**Credit Card #:** \_\_\_\_\_ **Exp:** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*I understand these terms and do hereby agree to the above regulations*

## **Additional Notes / Requests / AV Needs**

Screen Rental? (\$95): \_\_\_\_\_ Other A/V? (\$ on request): \_\_\_\_\_

# Menu Selections

Catering Menus can be viewed on our website [www.onefish-twofish.com](http://www.onefish-twofish.com) and are updated seasonally.

*It is recommended to select the menu about two weeks before your event to ensure the items are available. We do our best to keep product and pricing stable: however, the menu, including pricing, may change with market supply and demand.*

## Cocktail Period / Heavy Hors D'oeuvres Option

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

*For Sit Down Dinner Option:*

Salad \_\_\_\_\_

## Entrees

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Dessert \_\_\_\_\_

Bar Choices: Circle One

\*Open Bar

\*Beer & House Wine Only

\*Beer, Wine, and Well Liquors

\*Up to specified dollar amount: \$

**Signature** \_\_\_\_\_

*I confirm the above menu.*

Date \_\_\_\_\_

## Frequently Asked Questions

- 1. Can I bring in outside vendors such as DJ, Band, Florist, etc?** Yes, you can. Simply let us know so that we may coordinate their arrivals and placement in the room. We do NOT supply tables for DJs. One Fish-Two Fish does not assume ANY responsibility for outside equipment.
- 2. What is included in the rental fee?** We include glassware, dinnerware, white tablecloths, white napkins, tables and chairs, up-lighting, setup and breakdown.
- 3. How does the bar work?** Your costs associated with the bar are priced on consumption. We do not offer a flat rate or per head charge for bar service. Once you begin planning your event, we can offer an estimate or guideline that will give you an idea of the expense. Please keep in mind the time and duration of your event will factor into those costs. Options you may want to consider are:
  - Determining a set amount and all alcoholic beverages will be billed on a 2nd tab and can be checked at any time throughout your event. *(Recommended)*
  - Drink tickets
  - Pre purchase an amount of beer and wine ahead of your event and use that for your evening.
- 4. When do I need to finalize the menu, guests count, etc?** Menu items will be finalized one week before the event. Our menu changes seasonally and in order to guarantee the quality and freshness we are known for, we will guarantee the products and pricing one week in advance of your date. Guests count also need to be confirmed one week ahead of the event. After confirmed guests count, any changes will be subject to a "no show" fee of \$25 per person. Please be advised we base our orders and schedules on this guest count so it is important to be accurate to ensure we have enough staffing and product in house to accommodate your event.
- 5. Can I set up decorations ahead of time?** Yes, you can. Please give advance notice and the restaurant will coordinate with you on a time that is suitable for both parties. All decorations must be removed at the end of your event. One Fish-Two Fish is not responsible for any items left in the building after the day of your event. **Please NO confetti.**
- 6. Can I bring in my own liquor, wine, and beer?** No. All alcohol must be consumed under our ABC License and therefore must be purchased through the restaurant.
- 7. I have guests that have dietary restrictions, what can they eat?** We offer vegetarian, vegan, gluten-free, and children's meals. We can address those requests at any time and you do not need to make any special arrangements ahead of time.
- 8. Do you have any audio / visual equipment on site?** We have a screen on site that is available to rent for the evening. The rental fee is \$95. We do not have a projector, microphone, or additional speakers available. We can rent the equipment for you. We request one week's notice to guarantee the rental. One Fish-Two Fish does not assume ANY responsibility for outside equipment.
- 9. Can I have a wedding ceremony at your site?** Yes you can. We have an outdoor deck that is available for weddings between **4:00pm and 6:00pm**. All arrangements must be completed by 6:00 pm in order to be re-opened to the public. There is a fee of \$1000 for the service and includes a processional with our outdoor deck chairs/stools. (70 total) Should there be poor weather; the ceremony will be moved into the Reception room. If the decision is made in time, we may be able to arrange the reception room in a processional as well. Once the ceremony is completed, guests will be ushered into the bar area for the cocktail portion while the One Fish staff changes the room back to the reception arrangement. The ceremony fee is due thirty days before the event and is non-refundable. *Exception: You may have the ceremony in the reception space as is for no additional charge should you choose to do so.*
- 10. What if we have more than 70 guests?** The capacity for the space is 70 people. Should your guest count go over that number, we will make every effort to accommodate them in another part of the restaurant however we do not recommend more than 70 guests in the room. This is not only for comfort level, but also a fire code regulation.