

# Event Information & Guidelines

## Customized Menus

Our professional staff will help create a menu that is unique to your occasion. Our chef may create a menu to highlight our cuisine and make your event memorable for you and your guests. Customized wine and beverage pairings may be selected to ensure the perfect balance of flavors. Menus may be personalized with the heading of your choice.

## Finalized Menu

Menu and beverage selections are required one week prior to your event by 12 noon. Changes to your selections after that date are subject to availability and must be approved by the Director of Events. Additional charges may apply. Host bars are based on a consumption, or a per person rate. Vegetarians will be accommodated in any occasion.

## Decorations

All decorations must be pre-approved by our Events Manager at least 3 days prior to your event. Confetti and glitter are not permitted in our historic building.

## Final Guaranteed Guest Count

The final guest count is required 72 hours prior to the beginning of the event in order to guarantee top quality product and service. If less than the final guest count fails to arrive, you will be obligated to pay for the guaranteed number of people specified in the contract.

## Parking

There are two self-park lots within a block of Mie N Yu; On the corner of M St. and Wisconsin Ave at the PNC Bank, and between 31 St. and Thomas Jefferson St. on M St. at the Old Stone House. A covered parking is available at the Georgetown Mall Parking Garage, just south of M St. on Wisconsin Ave.

## Metro rail

Dupont Circle Metro & Rosslyn Metro stations have access to the Georgetown Circulator Bus, which charges a \$1.00 fee.

## Food and Beverage Minimums

There are no rental fees for private bookings. There are food and beverage minimums, that are assigned to each room. These minimums exclude tax, gratuity, staffing fees (only \$150 per room used) and any fees other than food and beverage/liquor.

## Service Charges / Other Charges

Group and private event menus are subject to a 10% sales tax, a 20% service charge, and a staffing fee of \$150 per room used. Audio Visual services are subject to a 10% sales tax and a 20% setup fee. Additional equipment rental, room rental, staffing and set-up fees may apply but will be specified in the event contract.

## Security Deposit

Once the contract is signed, 50% of the estimate total/cost, in the form of a credit card authorization is required. Deposits are due within 48 hours of booking the event. Please note that no space will be held without these requirements being met. The remaining balance is due upon completion of your event. A bill for all items served during the event and all fees will be issued, plus tax and gratuity, just prior to the end of the event.

## Payments

Mie N Yu accepts Visa, MasterCard, American Express, Diners Club and business checks with proper identification.

## Cancellation Policy

Cancellation of an event must be submitted in writing, e-mail and/or facsimile are also acceptable. To receive 100% of the deposit back, cancellation must be received in writing 14 days before the event. Events that are cancelled within 14 days of the scheduled date are required to pay 50% of the estimated total/cost. With less than 3 days notice, 100% of the estimated cost (guaranteed minimum) of the party is due.

## Cancellation Policy (Events December 1-24)

Cancellation of an event must be submitted in writing, e-mail and/or facsimile are also acceptable. To receive 100% of the deposit back, cancellation must be received in writing 30 days before the event. Events that are cancelled within 30 days of the scheduled date are required to pay 50% of the estimated cost (guaranteed minimum). With less than 7 days notice, 100% of the estimated cost (guaranteed minimum) of the party is due.

## Damages to Mie N Yu Property

In the event that any damage occurs to the room or Mie N Yu property, the credit card on file will be charged, unless otherwise specified.

