

## EVENT INFORMATION & GUIDELINES

### Security Deposit

In order to guarantee a room for your event, Mie N Yu requires a \$25.00 per person security deposit. A contract guaranteeing the room for your event will be issued only after the security deposit has been received. In the event that any damage occurs to the room, the security deposit will be used toward repairs. If damages exceed the dollar amount of the deposit, the remaining balance will be charged to the credit card on file, unless otherwise specified. Once the contract is signed, 50% of estimated cost (guaranteed minimum) 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.

### Customized Menus

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

### 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 Private Events Manager. Additional charges may apply. Host bars are based on a consumption, or a per person rate. Host may arrange for The Chef's 6 Course Tasting Menu. (Ask for details.) Vegetarians will be accommodated in any occasion.

### 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.

### Guarantees

The guaranteed minimum cost for an event is determined by the food and beverage minimum assigned to each room, and the actual food and beverage selections made by the host. This amount plus tax and gratuity is due prior to the start of your event. A bill for any additional items requested during the event will be issued, plus tax and gratuity, just prior to the end of the event.

### Cancellation

Cancellation of an event must be submitted in writing, e-mail and 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 cost (guaranteed minimum). With less than 72 hours notice, 100% of the estimated cost (guaranteed minimum) of the party is due.

### Decorations

All decorations must be pre-approved by our Private Events Manager at least 72 hours prior to your event. Confetti and glitter are not permitted.

### Service Charges / Other Charges

Group and private event menus are subject to a 10% sales tax and a 20% service charge. 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.

### Payments

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

### 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 Riggs Bank, and between 31 St. and Thomas Jefferson St. on M at the Old Stone House. Covered parking is available at the Georgetown Mall Parking Garage, just south of M St. on Wisconsin Ave.

### Metro rail

Foggy Bottom Metro & Rosslyn Metro stations participate in the Georgetown Connection, which charges a \$ 1.00 fee (\$.35 with metro pass/bus transfer) to travel to locations in Georgetown.