



Thank you for considering Havana '59 as the destination for your special event!

We offer two areas in which private events can be held. Our third floor open-air patio can seat up to 30 people for dinner and can accommodate up to 40 people in a cocktail setting. In the case of inclement weather, your group will be moved to the mezzanine level of our downstairs bar, which is in a smoking area. Our second floor consists of an indoor area and covered patio, that can seat up to 80 people comfortably for dinner and can accommodate up to 120 people comfortably in a cocktail setting. In the colder months the second floor patio is enclosed and contains two outdoor heaters for your comfort. You may choose to utilize one or both floors.

To view pictures of the private event space please follow this link;

<http://havana59.net/event-space-richmond/>

We do not charge a rental fee for our event space; however we have a contracted food and beverage minimum for each space. The minimums range from \$800 up to \$4,000 depending on the space, month and day of the week. Sales tax of 11.3% and a service charge of 20% will be added to that minimum and a non-refundable coordination fee applies. Included in the F&B minimum are white linens, any ceramic or glass wear, use of our music system and all set-up and break-down needs. The service charge pays for service and bar staff to execute the set-up, service for the duration of the event, and break-down. Additional charges apply for cake cutting and carving station attendants.

To offer a buffet menu a minimum of 25 guests is required; our plated meal menu is available for guest counts up to 50 guests. Our hors d'oeuvres menu is priced per piece/serving, with a minimum of 50 pieces per item. We can customize a menu for you given ample time; let us know which option suits your needs. All bar charges are based on consumption; you can choose to "host" as little or as much of the bar as you desire and a "cash" bar is also available.

You must return a signed copy of our event contract, put down a deposit of 20% of the food and beverage minimum, and coordination fee in order to have the space reserved. The space is available to the first person or group to return a signed copy of the event contract.

All event details including a guest count and menu must be completed seven days prior to the date of your event. This is the minimum number of guests that you will have to pay for regardless of how many guests actually attend.

Thank you for considering Havana '59; I am looking forward to ensuring that your event will be an incredible success!

Warm Regards,
Jessica Halasz
Event Coordinator

(804) 780-CUBA
events@havana59.net