



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

We offer multiple areas at each location in which private events can be held. Our downtown location has the 2nd and 3rd floor patios and the mezzanine located in the cigar bar side of the restaurant. Our west end location has the 2nd floor private event space with a patio and the outdoor 1st floor patio. For larger events please ask your event coordinator about the option of utilizing the whole restaurant.

To view pictures of the private event space please visit our website or events page on Facebook.

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 \$500 up to \$5,000 depending on the space, month and day of the week. Sales tax of 12.8% 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, flat wear, use of our music system, television, microphones, tables, chairs, 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, carving station attendants, and opening the additional 3rd floor bar (downtown).

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

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