

**PRIVATE & SEMI-PRIVATE EVENT TERMS – REVISED 05/27/2026**

Hosts are responsible for their guests' behavior & any damage caused by their guests. Board In Birmingham reserves the right to remove any guest from the premises at its discretion.

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**EVENT FEES**

Groups of 13 or more guests are strongly encouraged to book an event to ensure the best possible experience.

- **Private** Event (Exclusive Use)
  - \$300 for the first 2 hours; \$125 for each additional hour
  - Max Capacity: 40 standing or up to 28 seated + 6 bar seats
  
- **Semi-Private** Event (Back Half)
  - \$200 for the first 2 hours; \$75 for each additional hour
  - Max Capacity: 30 standing or up to 22 seated + 6 bar seats

Event end times are strictly enforced to allow for proper turnover and staffing. All guests must vacate the premises promptly at the conclusion of the scheduled event time. Events exceeding the scheduled time will be charged in full-hour increments based on the event type rate.

At the start of the event, Hosts are required to pre-authorize a credit card for incidentals, including but not limited to: additional time, unpaid guest tabs, and repair or replacement costs.

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**SPACE USAGE**

Semi-Private Events include use of the main dining tables, living room, and bar area. Curtains will be drawn for semi-privacy. Hosts acknowledge that semi-private bookings do not restrict public access to restrooms, and guest traffic may pass through the space. Semi-private events are available during operating hours only.

Private Events include exclusive use of the full restaurant and are available only outside of operating hours, unless otherwise approved by management.

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**BOOKING & PAYMENT**

The Event Fee is required within five (5) days of invoice receipt to secure the reservation. If payment is not received within this timeframe, the reservation will be released.

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*Payment of invoice constitutes acknowledgment & acceptance of all terms outlined herein.*

## **SETUP & BREAKDOWN**

Hosts may arrive up to one (1) hour prior to the event start time for setup and decorating. Movement of large furniture & use of ladders is restricted to Board In Birmingham staff only.

All decorations, personal items & supplies must be removed within 30 minutes of the event's conclusion.

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## **DECORATIONS**

Decorations are welcome with the following restrictions:

- No open flames
- No confetti, feathers, glitter or loose decorative materials
- No rice, birdseed or similar throwables
- No nails, screws, staples or tacks. Permitted adhesives include painter's tape only. All other adhesives (including Command Strips) require prior approval.
- No smoke machines, sparklers or pyrotechnics
- No outside furniture, large props or backdrops without prior approval
- No items that may damage walls, floors, ceilings, furniture, or fixtures

Board In Birmingham reserves the right to prohibit any decoration deemed unsafe, disruptive, or potentially damaging to the space. Additionally, Board In Birmingham is not responsible for lost, stolen or damaged decorations or personal property.

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## **MUSIC**

Board In Birmingham reserves control over music volume and selection. Outside speakers or DJs are not permitted without prior approval.

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## **FOOD & BEVERAGE**

Food and beverage are not included in the Event Fee and will be invoiced separately. Outside food and beverages are not permitted, with the exception of pre-approved custom cakes only.

An "Artist Fee" of 20% will be applied to all food purchases and included on the final bill(s), whether billed to the Host or individual guests. This fee supports our staff for their time, care, and expertise. Additional gratuity is optional and much appreciated.

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## **ALCOHOL**

All alcohol must be purchased through Board In Birmingham. We reserve the right to refuse service to any guest at our discretion.

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**[ALCOHOL CONTINUED]**

Bar Service Options are as follows:

“Open Bar” – Host permits all guests 21+ to order beverages from the full menu. All beverages are billed to the Host.

“Limited Bar” – Host permits all guests 21+ to order from a pre-selected menu. All beverages are billed to the Host.

“Cash Bar” – Guests purchase their own beverages individually.

“Ticket Bar” – Host provides a designated number of drink tickets per guest. Tickets may be redeemed for beverages from either the full menu or a pre-selected menu, as determined by the Host.

“Pre-Paid Bar” – Host may pre-purchase a select amount of beverages (i.e., \$500 or a specified quantity of select items) and will receive a 10% discount. Once the pre-purchased amount is reached, the Host may choose to:

- Continue the tab at their expense, or
- Transition to a Cash Bar

Unconsumed, unopened beverages from the pre-purchased selection may be re-sealed and removed from the premises in accordance with applicable laws.

Bar Service selection must be confirmed prior to the event start time and cannot be changed once service has begun.

An automatic 20% gratuity will be applied to all bar service options and included on the final bill(s), whether billed to the Host or individual guests.

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**DAMAGES & CLEANING**

Hosts are financially responsible for any damage or breakage caused by themselves or their guests. Repair and/or replacement costs will be charged accordingly.

Excessive cleanup beyond standard use may result in an additional cleaning fee.

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**VENDOR / THIRD-PARTY**

All third-party vendors must be approved in advance by management.

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**CANCELLATION POLICY**

Board In Birmingham reserves the right to cancel an event at any time for any reason.

Client cancellations are subject to the following:

- 30+ days prior: Full refund of Event Fee
- 15–29 days prior: 50% refund of Event Fee
- Within 14 days: Event Fee is non-refundable

Board In Birmingham is not liable for cancellations due to circumstances beyond our control, including but not limited to weather, power outages, or emergencies.

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