

# Mission Mezzanine Rental Policies

The mezzanine is available 5 p.m. – 2 a.m. The following policies outline details for reservations. To reserve your space or if you have any additional questions or concerns please contact group reservations coordinator, Peter Morse.

Phone: 206.937.8220  
Email: [hostess@missionbar.com](mailto:hostess@missionbar.com)

Fax: 206.937.8225  
Managing Partner: [peter@missionbar.com](mailto:peter@missionbar.com)

**Deposit:** There is a \$50 *refundable* deposit in case of a “no show”. The deposit will be taken via credit card. Mission will call the host of the party ten minutes after the start time if no guests have arrived. If no guests arrive within 15 minutes after the start time of the party, the space will be opened back up to the public and the party will be considered cancelled.\* At that time the credit card will be charged for \$50. Mission will consider holding the space for the party if there is communication from the host or guests.

**Upstairs Bar:** On Friday and Saturday nights there is a scheduled bartender for the private mezzanine bar. If you would like the private bar opened, with a bartender, for a weekday party there is an additional \$50 fee. The fee will be charged to the credit card in which the reservation was held.

**Check Minimum:** On Friday and Saturday nights, there is an accumulative check minimum of \$200 per hour. This meaning, that all of the guest’s tabs, added together, must equal \$200 per hour. These tabs include food and drink. Guests can keep separate personal tab open with a credit card. Sunday through Thursday nights there is an accumulative check minimum of \$100 per hour. These rates are for the top level of the mezzanine only. Additional levels of the mezzanine cause the hourly minimum rate to increase. \*If the check minimum is not reached, the credit card in which the reservation was held will be charged the difference. If your party number decreases and you would like to end the hourly minimum, tell the bartender and the private party sign will be removed. You will still be able to stay in the mezzanine area but it will be re-opened to the public.

**Menu:** Special requests such as pre-ordered food, buffet style food presentation, or specific drinks can be arranged with the approval of the manager. Specific drink specials or drink tickets for your party can also be arranged through a manager. If you would like to bring in a bottle of wine, or cake, there are additional corkage and dessert slice fees for these items.

**Decorations:** You are welcome to decorate the mezzanine. Please decorate only the area that you are renting. The decorations may only be put up 15 minutes before start time. Tape, nails, tacks, etc. are not permitted. Please use “poster putty” only.

**TV:** The 42” plasma TV on Level One of our Mezzanine has cable and a DVD player. You are welcome to watch a picture slide show from a DVD, favorite movie, or sporting event. The TV does not have audio. The house music is played throughout the restaurant. However, the mezzanine does have its own volume control.

*I have read and agree to all the policies stated above. \*The restaurant staff has the right to charge my credit card for the above agreed amounts. The staff reserves the right to cancel or stop a party if policies of the restaurant are violated in any way (Please ask the manager if you are planning any special activities during your party).*

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

# Mission Mezzanine Request Form

**This is a “request” form, not a reservation.** Please read the rental policy page before filling out this form. A Mission manager will contact you to confirm or discuss the reservation. A confirmation number will be given to you when a party reservation is confirmed and booked. There is a minimum on Friday and Saturday nights of 25 people. Only the manager can confirm the availability of an evening.

Contact Name: \_\_\_\_\_ Today’s Date: \_\_\_\_\_

Date requested for party: \_\_\_\_\_  
Month / Day - Day of the week

Time requested for party: \_\_\_\_\_ ----- \_\_\_\_\_  
Starting Time Ending Time

Number of Guests: \_\_\_\_\_

Contact phone numbers:

Mobile: \_\_\_\_\_

Daytime / work: \_\_\_\_\_

Evening: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Comments/Questions: \_\_\_\_\_

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Thank you for your interest in having your event at Mission. Please - Mail / email / Fax / or Drop off your request attention Peter Morse, and we will contact you to book your event as soon as possible.