

Booking Next Steps

PLANNING YOUR BANQUET EVENT WITH CHICANE

Thank you for considering Chicane for your special event. We love being part of meaningful gatherings, and our team is dedicated to making the planning process smooth, enjoyable, and stress-free. Below is an overview of the next steps to officially reserve your banquet event with us.

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STEP ONE

MENU & BAR SELECTIONS

To begin planning your event, we'll gather a few important details to help us create a memorable dining experience:

- ◆ Your menu selections for the event.
- ◆ For a plated two-course meal, please choose one first course that will be served to all guests.
- ◆ Please select two entrée options for your guests to choose from. At this stage, entrée counts will be split evenly until final selections are confirmed.
- ◆ If vegetarian or vegan options are needed, our culinary team is happy to accommodate.
- ◆ If you plan to host a bar or serve alcohol, please let us know during this initial step.
- ◆ If you are planning to serve any appetizers, displays, desserts, or an afterglow menu, please let us know which items you would like.
- ◆ We will also need the final quantity for any appetizers, displays, or desserts at this time.

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STEP TWO

EVENT ESTIMATE

Once we receive your menu selections, bar details, and estimated guest count, we will prepare a customized event estimate. This estimate reflects anticipated costs based on the information provided.

Your estimate will be emailed to you for review and approval before moving forward.

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STEP THREE

DEPOSIT

After approval of your estimate, a request for a 20% non-refundable deposit will be sent via email. The deposit amount is based on the anticipated revenue outlined in your estimate.

- ◆ Payment through the secure link provided in the email (no additional credit card fees apply).
- ◆ Payment in person with cash or check (checks payable to Chicane).

Your deposit is fully applied toward your final event balance.

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STEP FOUR

CONTRACT & CONFIRMATION

Once your deposit is received, we will send you a contract for review. Please read, sign, and email the completed contract back to us to officially secure your event date.

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STEP FIVE

FINAL DETAILS & EVENT PREPARATION

As your event approaches, we will collaborate with you to finalize your event timeline and floor plan. We recommend completing these details approximately ten (10) days prior to your event date.

The final entrée selections and total guest count are due one week prior to the event date.

After this deadline, no menu or guest count changes can be made.



Chicane is proud to be a scratch kitchen, with each dish prepared fresh for your event.

To ensure the highest quality experience for you and your guests, we are unable to accommodate last-minute changes. We truly appreciate your understanding and look forward to celebrating with you.

