

**LOCKE-OBER RESTAURANT  
PRIVATE DINING ROOM  
INFORMATION**

- Reservations:** All private dining room reservations are taken on a first-come first serve basis. A non-refundable deposit is required to retain a reservation and will only be accepted via credit card, cash or bank check.
- Food & Beverage** A minimum purchase of your contract is the food and beverage is required for private dining room reservations. This amount does not include taxes or gratuities. All food and beverage is purchased per consumption and your deposit amount will be applied to your final bill. Locke-Ober provides a limited private dining room menu. A selection of passed hors d'ouvres is also available.
- Taxes & Gratuities** Additional charges of 5% Massachusetts Meals Tax and 21% gratuity will automatically be added to your final bill.
- Details:** **All details are required to be given to the Sales Manager 10 Days Prior to event.**
- Confirmation:** Locke-Ober requires that you confirm the number of guests attending no later than **48 hours** before your event.
- Cancellation:** The reservation deposit is **non-refundable and non-transferable**. In the event of a cancellation, written notification of cancellation must be received by Locke-Ober no later than 21 days prior to your event, in order to avoid a cancellation charge equal to your minimum food and beverage requirement.
- Room arrangement** The Private Dining Rooms will normally be set with one long table for parties of 20 or less, and with rounds seating 8-10 (maximum) for parties from 25+. U-shape and other various seating styles are available.
- Valet Service** Valet service is available at \$13.00 per car. Please request **hosted valet service** for your guests when confirming your event and all charges will be posted on your final bill. Valet is not available for lunch events. However, there are numerous garages in the area.
- Audio/Visual:** All guests can arrange audio/visual equipment for their event by calling A.D. Handy 617.542.3954
- Menus:** Locke-Ober is happy to provide custom menus at no additional charge.
- Bakery:** Locke-Ober, can accommodate requests for **special desserts** or personalized **cakes**. Please make such requests at the time you make your menu selections.
- Billing:** All balances must be paid in full on the evening of your event by credit card or cash. Personal and business checks will not be accepted. Locke-Ober does not offer direct billing.