

## \* Private Parties and Special Events

For inquiries regarding catering, please contact [events@dagnyastoria.com](mailto:events@dagnyastoria.com)

Location: 30-70 Vernon Blvd, Queens, NY, 11102

Website: [www.dagnyastoria.com](http://www.dagnyastoria.com)

Capacity: Buyout 60 seated, 100 reception.

We have private dining room available for groups: 15 seated/ 20 reception.

Food and Beverage minimums:

While we do not have a room charge for our private spaces, we do require a food and beverage minimum expenditure, which is outlined below.

- Buyout (60 seated) consult pricing with event coordinators. The whole space must be booked at least one month in advance. Starting at \$8000.
- Consult for dinner prices.
- \$1,500 for the private dining room (20 max seated) Monday to Friday, lunch service
- \$2,000 for the private dining room (20 max seated) Saturday & Sunday, brunch service

Events are held in 3-hour timeframes. Additional timing and hours available upon request and may be subject to premium pricing.

Event Policies:

Parties of 12 people or more and reservation for buyouts and semi-private spaces require a set menu, deposit, signed contract.

All event charges are subject to a 5 % administrative fee which is based on the total cost of the event. All event charges, including the administrative fee are subject to 8.875% New York State sales tax. This administrative fee is not gratuity, is not directly shared with any service staff that works your event and serves to offset ancillary expenses associated with the planning and administration of this event.

A 20% suggested gratuity could be added to your final bill upon your approval.

A minimum of 50% of the food and beverage is required as a deposit to secure the reservation time and date. The deposit will be applied to the final bill at the conclusion of the event.

Final payment of any remaining balance is due at the conclusion of the event. A credit card must be kept in file that authorizes Dagny to charge any unsettled fees and costs and to secure against non-payment of costs once the event has been scheduled

An increase and guaranteed count for final guest attendance must be received by 5:00pm EST three days before your event. For events scheduled on Monday or Tuesday, the final guest count guarantee must be received by noon on the preceding Thursday. The increase will be accommodated if it does not exceed the maximum capacity of the reserved space. If the guest count increases on the actual day of the event or if additional guests attend, we cannot guarantee that we will be able to accommodate the increase and we hold the right to charge accordingly. Any cancellations occurring on the day of the event will still be included in the food and beverage minimum charge for the reserved room.

Menu and wine/beverage selections must be submitted to the Events Team at least 14 days prior to the event otherwise, we cannot guarantee specific menu item selection. The menu choices may not be changed within three business days of the event.

All rooms have a food and beverage minimum requirement cost that is determined by the type of event and surcharges will be added to any events that do not meet the minimum requirement.

Corkage not allowed for catering events

Space cancellation policy is as follows:

All amounts paid are non-refundable for cancellations occurring within 28 days (four weeks) of the event date. For cancellations within 48 hours of the event, you will be charged 50% of the total estimated event charges. For cancellations within 24 hours of the event, you will be charged 100% of the total estimated event charges

**\*\*All menus may change slightly due to seasonality and availability\*\***