



PRIVATE DINING INFORMATION

CONTRACTS & GUARANTEES:

A signed contract/approval of our terms with valid credit card information are required to book space at Paragon.

Attendance must be confirmed no later than five business days before the event. This number will be considered your guaranteed guest count. The guaranteed guest count, or the final guest count (whatever is greater) will be what is used to determine the number of meals charged.

Full payment is due at the conclusion of your event. All charges will be on one bill, up to four forms of payment will be accepted. Paragon does not accept personal checks.

MINIMUMS:

Food and beverage minimums apply to all events booked at Paragon, with the exception of some morning/afternoon meetings where hourly meeting fees apply. Tax and service fees are in addition to minimums.

If the minimum is not met, the remaining balance will be added to the check as a Service Event Agreement Fee (SEA). Additional food to-go or gift cards may not be purchased to meet the minimum.

MENUS:

Paragon has a wide variety of options to be served at your event. We ask that all menu selections be made and submitted to us by the date listed on your event contract. Though we always try to accommodate requests, changes made less than five business days before your event cannot be guaranteed. Menu prices and availability are subject to change seasonally.

BEVERAGES:

Paragon offers a full bar featuring 12 craft beers on draft, specialty cocktails, and over 20 wines by the glass. Our sommelier would be happy to recommend wines based on your menu selections, or customize a pairing for your meal. All beverage pricing is based on consumption, with the exception of set pairings. We recommend that parties of 20 or more guests pre-select a minimum of one to two red and white wines.

Limited beverage service can be made available, but we ask that *no event offer a cash/no host bar or drink tickets*. All beverage selections/wine requests are due by the date listed on your event contract.

PARAGON

Restaurant & Bar

GRATUITY & TAXES:

Minimums and menu prices do not include service fees or tax. Sales tax of 8.50%, and service fees of 21% will be calculated on the total bill. Service fees are charged/broken down as a 3% event services fee, and minimum 18% tip.

Paragon does not charge a healthy SF tax for events.

CORKAGE & CAKE FEES:

In general, we ask that all beverages be purchased from us. However, you may bring in up to four (or the equivalent of four) standard size wine bottles for a \$25 per 750ml charge.

You are welcome to bring in a cake to be served during your event. There is a \$3 per person charge for outside desserts. Cupcakes have a charge of \$1 for each cupcake.

EVENT TIMING & ENTERTAINMENT:

Because Paragon is located in a residential building we are not permitted to have live, or amplified music of any kind, and require all evening events conclude by 11pm.

We ask that no lunch event (lunch service is 11:30-2:30) last longer than three hours, and no dinner event (dinner service begins at 5:30) last longer than four hours. Overtime fees of \$150 per hour (or fraction thereof) apply to all events lasting longer than the allotted time, or fall outside of the designated meal period(s).

DELIVERIES & ROOM ACCESS:

Paragon is not able to accept and/or store packages on behalf of any event without prior approval of the Event Coordinator. Multiple packages, large packages, packages requiring extended, or special storage, may not be approved.

Access to your space for any onsite contact/presenter is available up to 30 minutes before the contracted start time. Please note, the space may not be guest ready until contract start time. Earlier access may be permitted, but must be pre-arranged and could be subject to a fee.

ADDITIONAL SERVICES:

Audio/Visual equipment, floral arrangements, wine pairings, and other special arrangements can be made with at least 7 business days' notice. Please contact the Event Coordinator you are working with to secure arrangements, as only services from our approved vendors may be permitted without prior approval.

PARKING:

Paragon does not have a parking lot, or provide valet parking. Metered street parking is available throughout the day. Depending on the timing of your event, there may be other pay by the day parking lots open, and in operation just a few blocks away.