



## Private Events

Event Coordinator  
[Basil\\_events@yahoo.com](mailto:Basil_events@yahoo.com)

# **Thank you for choosing Basil to host your banquet event!**

We are honored to be a part of this special event and look forward to working with you to create a personalized event that is perfect for the occasion!

Our professional staff will guide you through the event planning, catering to your needs or special requests in every way possible, so we can transform your vision of this special celebration into reality when the day arrives!

Our goal here at Basil is to take the pressure off you and make your special event as relaxing and enjoyable as possible! We have adapted a planning process that is quick and simple, while still allowing you to personalize your event. Our event coordinator will help you navigate through a few simple steps, and then it's time for you to kick back and relax.... the rest is in our hands!

Please review the following policies and guidelines established by Basil for our private banquet events. We want you to feel completely confident with your decision to have Basil host your special event!

If any questions or concerns arise after reviewing the information, please contact our event coordinator who would be more than happy to address your concerns.

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# Banquet Event Space



## Event Space & Accessibility

Basil Restaurant (Short North location) can provide a semi-private banquet event space comprised of approximately one third of our restaurant dining floor, sectioned off by curtain, from the normal dining floor. Access is through the front entrance of the restaurant, which is handicap accessible.

# Policies & Guidelines

## Dining Space Capacity

A minimum guest count of 20 people (Monday-Thursday) or 30 people (Friday-Sunday) is required in order to reserve the banquet event space, however the space can accommodate up to 40 people, comfortably seated, which is the maximum holding capacity of our event space. If a party should arrive with less than the minimum requirement, the group will still be charged the food cost and event space fees for the original headcount stated on the Basil Banquet Event Contract.

## Space Reservation Security Deposit

A \$100 security deposit is required to complete the banquet event reservation and secure the event space on the requested date. Deposit payment can be made over the phone or in-person at Basil restaurant using any major credit card, and will be refunded to the guest or credited to the total bill upon conclusion of the event.

Without a deposit, the event space will remain available on the requested date and could be booked by another guest. The deposit is refundable up until 7-days before the event. A confirmation telephone call will be made to the guest, and if Basil cannot reach or does not hear back from guest by the 7-day deadline, the card on file will be charged and no refund will be offered in the event of either, (1) event cancellation, or (2) no-show for the event.

## Contract

A very simple Event Contract will be completed and filed for all private banquet events. The Basil staff event coordinator will collaborate with the guest responsible for coordinating the event to finalize event details and document on the contract. Guest is required to provide the \$100 security deposit in order to complete contract and book the event space. The Banquet Event Contract is only valid with both (1) documentation of guests' credit card information, and (2) an attached copy of the \$100 deposit receipt after card has been successfully charged. Without receipt of a security deposit, Basil cannot complete the Banquet Event reservation, nor can we guarantee the space will be held and available on the date and time of tentative event.

# **Policies & Guidelines Cont.**

## **Guest Count Guarantee**

Basil requests a confirmation of the final guest count at least 48 hours prior to the scheduled event. If no final guest count is received, Basil will prepare for the original guest count as documented on the Banquet Event Contract.

Should the party arrive with an actual guest count that exceeds the original guest count, we cannot ensure additional seating will be available, nor can we ensure our highest level of service will be maintained. Every attempt will be made by Basil staff however, to accommodate any additional guests in this event, and the total bill will be adjusted to account for the food cost and space-rental fees for all additional guests. Should a party arrive with a guest count lower than the expected number, the total bill will not be adjusted and the charges will reflect the original guest count as stated on the Banquet Event Contract.

## **Cancellations**

We at Basil understand that unforeseeable events can happen, and your reservation may need to be cancelled. If a cancellation occurs 7 days before your scheduled event, the deposit will be returned to you in full. Should the event be canceled after the 7 day deadline, the deposit will be forfeited. Should an event be canceled on the scheduled day, the deposit shall be kept, and the guest will be charged the total food bill agreed upon.

## **Tax & Gratuity**

Gratuity is not included in the food and beverage minimums. A 20% gratuity and the applicable Ohio sales tax will be added to the total bill at the summation of the event. Any events that request tax exemption must provide Basil with the necessary documentation at the beginning of the event, or the applicable taxes will be charged.

## **Decorations**

Any and all decorations must be pre-approved by the event manager prior to the event. Any damage to the space by the guest will be the guests' responsibility.

## **Complimentary**

Basil is happy to provide custom menus and food/ drink description cards for your event, if needed. Basil also can assist with audio visual hooks ups in some cases. It is recommended that your equipment is tested 3 days before your scheduled event. Basil is not responsible if your equipment does not work.

# Policies & Guidelines Cont.

## Menu & Service Style

All banquet event parties will receive shared dining service, and may choose either (1) “family-style” dining or (2) “self-serve buffet” dining service. Specific menu items will be selected from the “Basil Banquet Events Menu’ by the guest prior to the event. We request that menu selections be made and submitted at least 72 hours (3 days) prior to the banquet event, which will ensure our highest level of food quality and individual dish integrity is maintained.

## Pricing

	<b>Weekday (Mon-Thurs)</b>	<b>Weekend (Fri-Sun)</b>
Minimum Guest Count	20 guests	30 guests
Food- All You Can Eat	\$20/ person	\$20/ person
Private Room/ Space Fee	\$5/ person	\$5/ person

## Food & Beverage Minimum

The minimum amount to be spent is a sub total charge and does not include tax or gratuity.

## Alcoholic Beverages

Outside alcohol will not be permitted. Basil reserves the right to restrict the service of alcoholic beverages. Guests must be aged 21 years or older to consume alcohol on the premises. Failure to adhere to the restrictions will result in removal from the premises and loss of deposit.

Option 1- Maximum Tab- Hosts can set a maximum alcohol tab and let guests order ala carte. Servers would alert the hosts at \$50 prior to reaching maximum set tab. Hosts can either increase the tab or request a close out at the original set maximum tab.

Option 2-Pre-order plus liquor tab- Hosts can pre-order house red or house white wine at a rate of \$20/ bottle for dinner service. Pre orders are required to be paid in full even if wine is not fully served. In addition to pre-ordered wine, Hosts can set a maximum tab for other alcohol guests may be interested in such as premium wine, beer or liquor. Same maximum process as Option 1.

Option 3-Cash Bar- Host can request that guests pay for their own alcohol by starting tabs with the bartender or server. Bar tabs can be started by guests at any time throughout the event.

Timing of Bar- Typically Hosts would like to enjoy pre dinner cocktails, wine or beer. This can be charged to the guests by starting tabs individually or can be charged towards the set maximum tab. This portion of the evening must be discussed at the time of menu selection.

# Policies & Guidelines Cont.

## Food

Basil will provide either Family-Style, sit-down dining or Self-Serve, Buffet dining service. Basil reserves the right to limit modifications made in order to preserve the integrity of the food. Bringing any outside food or drink is strictly forbidden, unless approved by the manager.

## Minimum of 20 guests

\$20/ person

5 courses or self-serve buffet table

All-you-can-eat food and includes soft drinks

## Appetizers/Salads (choose two)

Crab Cream Cheese Wontons

Fresh Roll \*V \*GF

Chicken Egg Rolls

Tempura Sweet Potato Fries \*V

Cucumber Salad \*V \*GF

Fried Tofu \*V \*GF

Crispy Rolls \*GF

Vegetable Egg Rolls

Vegetable Tempura \*V

House Salad \*V \*GF

## Entrees (choose three)

Choice of protein in each item is Chicken, Tofu, Pork or Just Veggies.

## Noodles Entrees (Rice not included)

Pad Thai \*V \*GF

Kee Mow \*V

Pad Se Ewe \*V

Lad Na \*V

Noodle Combo \*V

## Rice Entrees (White and Brown Provided)

Red Curry \*V \*GF

Pineapple Curry \*V \*GF

Mixed Vegetable \*V

Pepper Steak \*V

Cashew Chicken \*V

Pad Ka Praw \*V

Sweet and Sour \*V

Panang \*V \*GF

Yellow Curry \*V \*GF

Eggplant Basil \*V

\*GF= Gluten Free preparation available upon request.

\*V= Vegan preparation available upon request.

# Menu Descriptions

## Appetizers & Salads

### Chicken or Vegetarian Egg Rolls

Crispy deep fried rice wrapper stuffed with thin vermicelli noodles, carrots and cabbage.

### Fresh Rolls

Rice wrapper stuffed with rice noodles, mint leaves, bean sprouts, green onions, cucumber, tofu and crushed peanuts.

Served with a sweet hoisin sauce and topped with crushed peanuts. Served cold.

### Crab Cream Cheese Wontons

Crispy wonton wrapper stuffed with crab, cream cheese, green onions and carrots. Served with a sweet and sour sauce.

### Tempura Sweet Potato Fries

Thin cut sweet potato deep fried in tempura batter served with a thai vinaigrette.

### Crispy Rolls

Crispy thin rice wrapper stuffed with ground chicken, vermicelli noodles, egg and bean sprouts.

Topped with a thai vinaigrette, crushed peanuts, carrots and cilantro.

### Vegetable Tempura

Assorted vegetables dipped in tempura batter and deep fried until golden brown. Served with a thai vinaigrette sauce.

### Garden Salad

Lettuce, cucumber, bean sprouts, tofu, onions, carrots, tomatoes and crushed peanuts topped with a sweet garlic dressing.

### Cucumber Salad

Sliced cucumbers, red onions and shredded carrots topped with a tart vinaigrette dressing.



# Menu Descriptions Cont.

## **Noodle entrees**

Choice of meat include, pork, chicken, tofu or just veggies. Noodle dishes do not include a side of rice.

## **Noodle Kee Mow**

Wide rice noodle, with bell peppers, tomatoes, onions, bean sprouts and thai basil.

## **Pad Se Ewe**

Wide rice noodle stir-fried with egg, chinese broccoli and your choice of meat or tofu.

## **Pad Thai**

Rice noodles, egg, bean sprouts, crushed peanuts, green onions in a sweet thai sauce.

## **Lad Na**

Wide rice noodles, american broccoli and chinese broccoli topped with a thick bean sauce.

## **Noodle Combo**

Yellow egg noodles with chicken and beef with green onions, carrots, bean sprouts cabbage in a light garlic sauce.

# Menu Descriptions Cont.

## **Rice Entrees**

Choice of meat include, pork, chicken, tofu or just veggies. Side of white and brown rice included.

## **Pineapple Curry**

Your choice of meat or tofu, mixed with a red coconut curry, sweet pineapple chunks and fresh tomatoes.

## **Yellow Curry**

Your choice of meat or tofu in a yellow coconut curry mixed with boiled sweet potatoes and green onions.

## **Red Curry**

Spicy thai curry with coconut milk, bamboo shoots, bell peppers, basil and your choice of meat or tofu.

## **Panang**

Red curry with bell peppers, lime leaves, thai basil, coconut milk, and your choice of meat or tofu in a spicy cream sauce.

## **Eggplant Basil**

Eggplant, white onion, bell peppers thai basil and your choice of meat or tofu, in a brown sauce.

## **Pepper Steak**

Tender sliced beef with bell peppers, tomatoes, mushrooms, carrots, baby corn in a tasty brown sauce.

## **Sweet and Sour**

Your choice of meat or tofu deep fried in batter with cucumbers, tomatoes, pineapple, onions and peppers.

## **Pad Ka Praw**

Ground chicken, bell peppers, onions, roasted garlic and fresh thai basil in a rich brown sauce

## **Chicken Cashew**

Sliced chicken, cashew nuts, bell peppers, and onions, stir-fried in a light brown sauce and cooking wine.

## **Mixed Vegetables**

Cabbage, bok choy, napa, bean sprouts, mushrooms, carrots in a light bean sauce with your choice of meat.