

AMERICAN CUPCAKE

Thank you for your interest in planning a party at American Cupcake! We're excited to celebrate with you. If you have questions or would like to confirm a date and time for your party, please call (415) 896-4217 or email xoxo@americancupcake.com.

THE SPACE

A few different dining room options are available, depending on your number of guests and style of party.



● Banquettes ●

Our two white patent leather banquettes each comfortably seat up to 16 adults (or 20+ kids).

● Half Venue ●

Our half venue (back banquette plus back half of restaurant and bar area) accommodates ~25 people for seated service, or more for a standing party.

● Full Venue ●

Our full venue (front and back banquette areas, plus back half of restaurant and bar area) accommodates ~36 people for seated service, or more for a standing party. *Restaurant is not closed to the public.*

● FEES & MINIMUMS ●

There are no rental fees or minimums required to reserve a party space if your party includes standard meal service or will occur during non-service hours (Tues - Fri 10am-4pm).

A food/beverage minimum applies if your party includes only appetizers, light food (less than \$20/person), or simply desserts and/or drinks during dinner or brunch service (Tues - Fri after 4pm; Sat & Sun 10am-3pm and after 4pm).

Banquette

\$500 food/beverage minimum
up to 2.5 hours

Half Venue

\$1500 food/beverage minimum
up to 2.5 hours

Full Venue

\$3000 food/beverage minimum
up to 2.5 hours

Full Venue Buyout (*Restaurant closed to the public*) ~ Please call or email for information.

Food/Beverage minimums do not include Party Add-ons or cakes. Sales tax (8.75%), Gratuity (18%) and Gratuity Tax (8.75% on gratuity) will be added to all rental fees and any un-met minimums. Taxes and gratuities are not included as part of the required minimums.

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● DEPOSITS ●

A valid credit card number must be provided for all reservations of 10+ people. This credit card must be provided in advance of your party. Holding your credit card serves as your party deposit. Your credit card will not be charged until the conclusion of your party. This charge will appear on your final bill, unless you supply an alternative credit card(s) on the day of your party or request that we bill your guests separately.

● EXTRA TIME ●

Extra time for your party may be scheduled in advance. The following fees apply:

Banquette ~ \$50/additional half hour

Half Venue ~ \$100/additional half hour

Full Venue ~ \$200/additional half hour

Full Venue Buyout ~ Please call for information

Extra time fees will be billed 10 minutes into the half hour.

Sales tax (8.75%) , Gratuity (18%) and Gratuity Tax (8.75% on gratuity) will be added to all extra time fees.

American Cupcake reserves the right to ask your party to move elsewhere in the restaurant should you exceed your scheduled party time and if there is another reservation scheduled to occupy your space.

● LATE FEES ●

If your party is late to your reservation by 20 minutes or more, a \$100 fee will be charged to your credit card on file. If your party is 30+ minutes late, your reservation will be cancelled, and your group will be considered a no-show. Per our No-Show Policy, you will be charged \$150 or will forfeit the cost of any food/beverage minimum, in addition to the cost of any Party Add-ons or custom desserts ordered, including cakes and themed cupcakes or cookies. These fees will be charged to your credit card on file.

● BILLING ●

Payment of all bills is due at the end of your party. All fees incurred during a party, including any food or drink ordered by your guests, will be included on a single bill provided to the person who booked the reservation, unless this person specifies in advance that the bill should be handed to someone else, or that separate bills should be distributed at the party. If any guests in your party fail to pay, or leave before paying their bill(s), the person who booked the reservation will be required to pay the bill(s) or will be charged the full amount owed to the credit card on file.

We accept cash, credit cards, and corporate checks. We do not accept personal checks. We are happy to "PayPal" an invoice to corporate accounts. If you will need an invoice or formal receipt for your party, we ask that you kindly notify us in advance of your party.

● CANCELLATION POLICY ●

Party reservations and food/beverage/dessert orders may be cancelled up to 48 hours in advance of your scheduled party time. Cancellations less than 48 hours in advance of your scheduled party time will result in forfeiture of any food/beverage minimum requirement, in addition to the cost of any Party Add-ons or custom desserts ordered, including cakes and themed cupcakes or cookies. These fees will be charged to your credit card on file. Custom dessert orders must be cancelled 72 hours in advance, or the cost of the order will be charged to your credit card on file.

● NO-SHOW POLICY ●

No-shows will result in forfeiture of any food/beverage minimum requirement, in addition to the cost of any Party Add-ons or custom desserts ordered, including cakes and themed cupcakes or cookies. These fees will be charged to your credit card on file. No-shows for reservations that do not include a food/beverage minimum will be charged \$150 to your credit card on file.

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● PARTY ADD-ONS ●

Popular Party Add-Ons such as table decorations, cupcake decorating, and customized banners may be added a la carte to any reservation! Please see our Party Add-Ons list for details and pricing. A valid credit card number must be provided to hold any Party Add-Ons. Your credit card will not be charged until the conclusion of your party. This charge will appear on your final bill, unless you supply an alternative credit card(s) on the day of your party. Cancellations less than 48 hours in advance of your party and no shows will be billed for any Party-Add Ons ordered.

● OUTSIDE FOOD, CAKES, PARTY FAVORS & DECORATIONS ●

You or your guests may not bring any food, candy or beverages into the American Cupcake restaurant without prior approval from the American Cupcake management. This includes bottles of liquor. Unopened bottles of wine or champagne may be brought in, for which a \$15/bottle corkage fee applies. Guests may not drink alcohol outside the restaurant, nor may they leave the premises with opened alcohol.

Cakes may not be brought into American Cupcake without management approval. A \$6/person cake cutting fee will apply. Customers are not allowed to cut and serve their own cakes. Please ask for a copy of our Cake Guide, and order one of our custom cakes instead!

Party favors and decorations may be brought in with prior management approval. A \$25-75 set-up fee will apply depending on the party size and complexity of set-up. Overnight storage of any favors or decorations will incur a \$25 fee.

● ALLERGIES ●

Please notify us if any of your guests have food allergies or special needs. We'll do our best to accommodate them. Please note that our kitchen is NOT nut-free. Our equipment regularly comes into contact with peanuts, tree nuts and peanut butter. If you or your guests have a severe peanut allergy, we recommend that you do not dine at American Cupcake nor consume our products.

● LOST OR STOLEN ITEMS ●

American Cupcake is not responsible for any items lost or stolen during your party. This includes purses, credit cards, clothing, toys, accessories, gifts, flowers, favors, decorations or anything else brought into the American Cupcake restaurant or left behind by you or your guests.

● HELD ITEMS ●

American Cupcake is happy to hold items for you in advance of your party, such as flowers or balloons. The holding fee is \$25 for same-day holding, and \$50 for overnight holding. We are not responsible for any held items which are lost or stolen on the premises.

● TAX & GRATUITY ●

San Francisco sales tax (8.75%) will be added to all food, beverage, and services provided on the American Cupcake premises. Gratuity (18%) will be automatically added to bills for parties of 10+. Gratuity tax (8.75%) will be added to all auto-gratuities.

We look forward to celebrating with you!

