

CITIZEN

◇PUBLIC HOUSE◇

Venue Information

Venue Name: Citizen Public House

Verified Venue Address: 7111 E 5th Avenue Ste. E, Scottsdale, AZ 85251

Hours of Operation:

Current Regular Hours:

Sunday	4pm - 10pm
Monday	4pm - 10pm
Tuesday	4pm - 10pm
Wednesday	4pm - 10pm
Thursday	4pm - 10pm
Friday	4pm - 10pm
Saturday	4pm - 10pm

Holidays:

New Year's Day	Closed
Memorial Day	Closed
Fourth of July	Closed
Labor Day	Closed
Veterans Day	Open
Thanksgiving	Closed
Christmas Eve	Open
Christmas Day	Closed

General Manager: Sam MacDonald

Venue Manger Email: s.macdonald@igshospitality.com

Venue Events Contact Name: Katie Martz

Venue Events Contact Email: k.martz@igshospitality.com

Compliance

Check Venue Website for Any Compliance Issue: www.citizenpublichouse.com

Is Venue Located in a 5-star Hotel, Resort, Golf Course, Casino, Winery, Spa or Country Club?:

No

Venue Cancellation Policy: Forfeit deposit, F&B minimum due if cancelled 72 prior to event start

Does the venue have live music or any entertainment: No

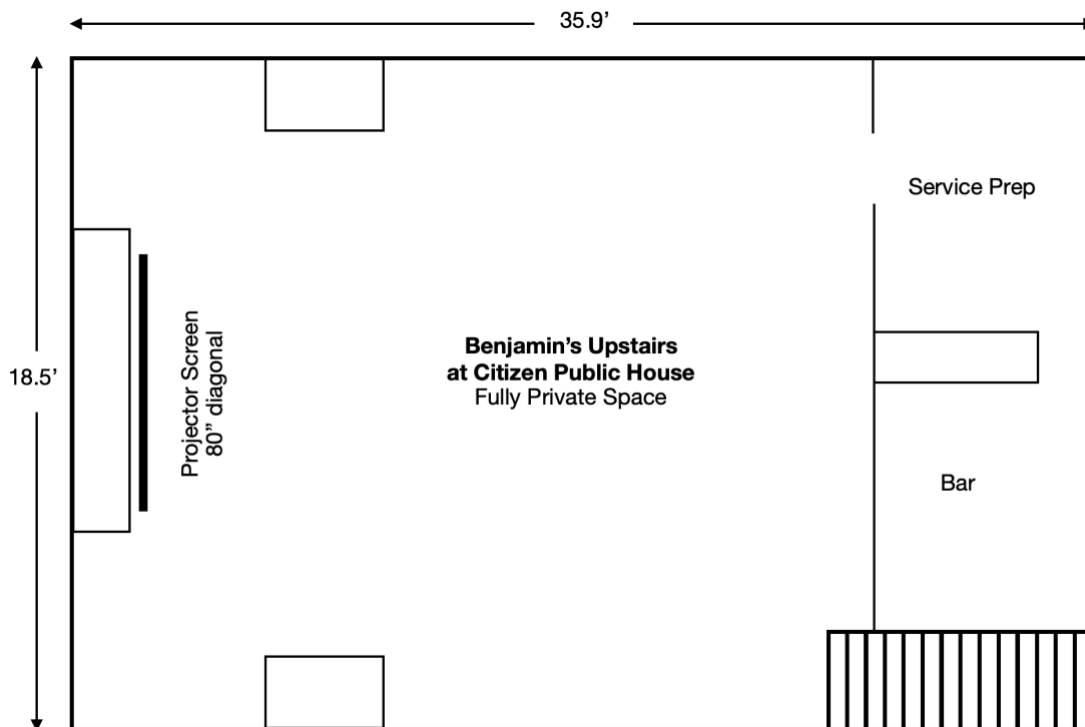
Rooms

Private Room: Yes (4 walls and a door), accessible by staircase only, not handicap accessible

Private Room Name: Benjamin's Upstairs

Private Room Capacity: 22 with A/V, 26 without A/V, 35 standing room only

Private Room Details: Conducive for an educational meeting. No kitchen or dining room noise disruption



- Can we access rooms 30 minutes / an hour prior? Yes, with prior request/authorization

Covid-19

We are currently following guidance from our local authorities and the Arizona Restaurant Association.

- Is there reduced seating capacity: No
- Will there be body temperature checks for guests: No
- What are your other special instructions to guests: N/A
- Will the use of masks be required for all staff: No
- Will the use of masks be required for attendees: No
- Will you offer face masks and/or gloves to guests?: Masks, yes. Gloves, no
- How much time is required in between reservations in order to complete the appropriate cleaning/sanitizing: 15 minutes
- Are disinfecting wipes, sanitizer and/or other sanitation items available to guests: Yes
- What is the duration in which you intend to implement these Covid-19 measures: According to government ordinances, laws and mandates

Financials

- Is there a Room Fee: No
- Is there a separate Set-Up Fee: No
- Is there an F&B minimum: Yes
- Admin Fee: 3%
- Gratuity: 20%
- Tax %: 8.15%
- Is there a separate alcohol tax: No
- How is Unmet minimum charged on final bill: As unmet minimum
- When is Final Headcount due: 72 hours prior to event
- How do you charge: Based on consumption and minimum
- Is there a deposit required: \$100
- Is deposit refundable/transferable?: No
- Cancellation Policy: Held to minimum if not cancelled 72 hours prior to event
- Additional fee due to Covid-19 changes?: No
- New clauses and accountability added in BEO?: No
- Is there a change in your cancellation policy: No
- Do you add gratuity on AV and room rental fee: No

Parking

- Self parking street-parking. Two garages within walking distance. City does not charge.
- No valet available
- Will guests be allowed to park themselves in your valet lot: N/A

Audio/Visual

- Do you allow 3rd party AV provider to setup for the event?: Only with prior agreement/arrangement with our venue management team.

Phone & Internet

- No phone available
- Guest internet access available via wifi at 30mps
- Adaptor: no universal adaptors

What AV equipment is available and how much:

1. LCD projector
 - HDMI Connection
 - Client must bring HDMI compatible laptop, or dongle connector
 - No additional cost to use projector
2. Projector Screen
 - Size 80” diagonal
 - No additional cost to use screen
3. Microphone
 - None

Security Cameras:

Do you have cameras in the private dining room: No

Do you have cameras in other/main dining rooms: Yes

Do they record sound: No

Can they be disabled: No

Menu

- Rep must pre-select the menu
- Menu can not be customized
- Non-alcoholic beverages are not included in the meal (charged on consumption)
- Price for highest non-alcoholic beverage \$12
- House wine: Not to exceed \$50/bottle
- Beverage options: Charged on consumption

Agreement

Do you have a BEO or contract that we need to sign? Yes

Do you sign our F&B agreement: Yes