

We've got the perfect venue.



THE POST, AMERICAN BISTRO
Located in Los Altos

395 MAIN STREET, LOS ALTOS CA 94022
(650) 935-2003 | EVENTS@THEPOSTLOSALTOS.COM

EVENT SPACE PHOTOS

BAR



BAR



EVENT SPACE PHOTOS

DINING ROOM

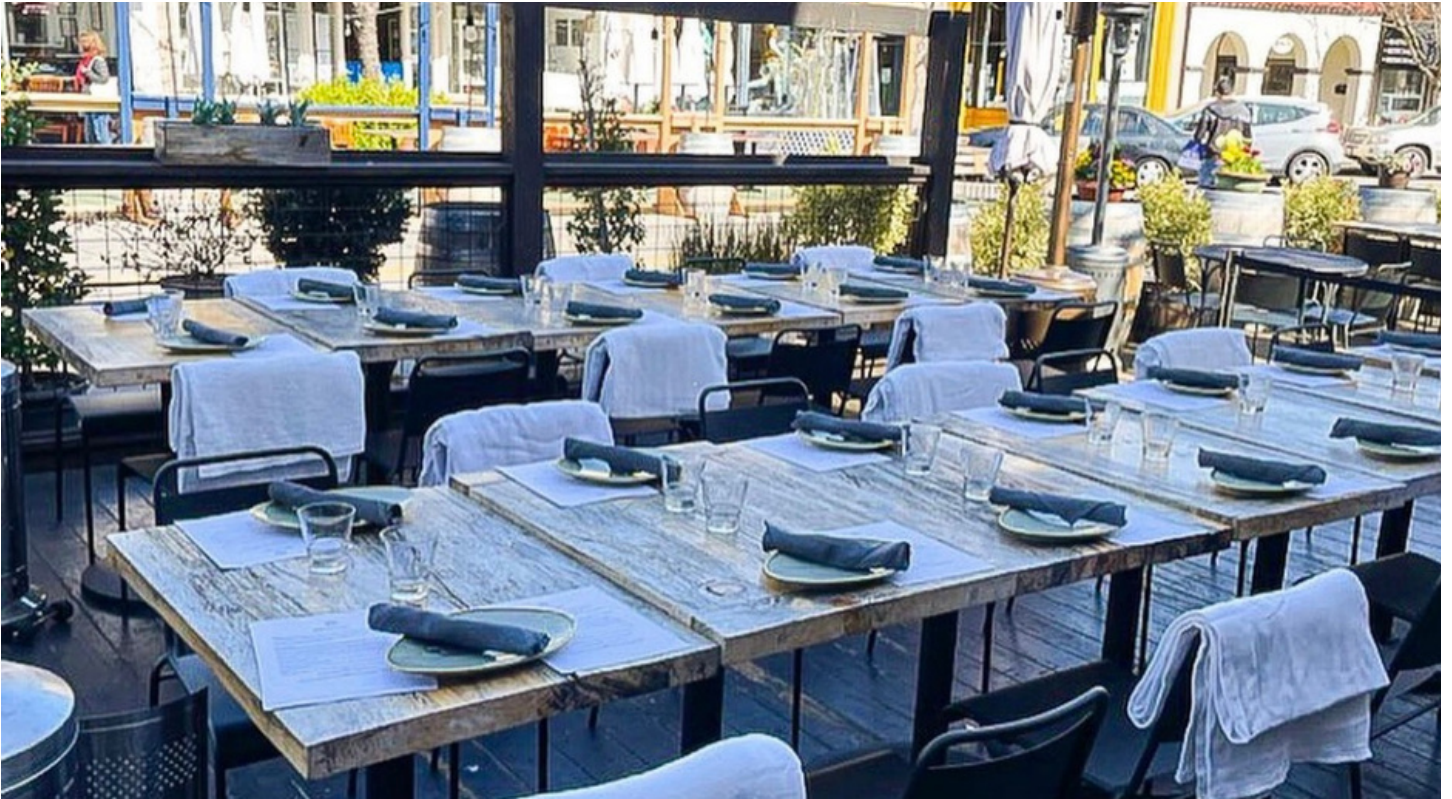


DINING ROOM



EVENT SPACE PHOTOS

OUTSIDE PATIO



OUTSIDE PATIO



FREQUENTLY ASKED QUESTIONS



MAY I DECORATE THE SPACE?

All displays and/or decorating proposed by the client will be subject to prior approval from The Post. Decorations can be taped to The Post walls or windows, without causing damage which may be subjected to a fee. Decorations, including candles, require approval from The Post to ensure compliance with local fire code. Use of confetti is prohibited, \$250 clean up fee will apply if confetti of any kind is used.

MAY I HAVE SOMETHING DELIVERED TO THE RESTAURANT FOR MY EVENT?

With prior arrangement with the Events Manager, The Post will accept packages delivered no earlier than three days prior to the event. Any shipments prior to such date or deemed excessive in size or volume may be subject to storage fees.

WHAT IS YOUR LATE POLICY?

The client agrees to abide by the event start and end times stated within this agreement. Should the client need to adjust the start or end time of the event, the client will inform the event coordinator of the change within 4 hours of the contracted event start time. Should the client neglect provide a minimum of 4 hours notice prior to the contracted start time, client is subject to an hourly fee equal to 10% of the contracted food and beverage minimum. The restaurant has the right to refuse any adjustments if unable to accommodate in a reasonable manner.

DO YOU HAVE PREFERRED VENDORS THAT YOU WORK WITH?

Yes! We do have vendors in all different arenas that we would be happy to coordinate for your event. From floral arrangements to photo booths to a DJ. Just let us know what you're interested in and we will make it happen.

MAY I BRING IN A DESSERT?

Yes. There will be a dessert plating fee of \$2.50/guest.

MAY I BRING IN MY OWN WINE?

If you'd like to bring in your own wine, there is a corkage fee of \$20 per 750 ml bottle. There is not a maximum amount of bottles allowed.

WHAT IS YOUR CANCELLATION/ REFUND POLICY?

Events may be canceled with prior written notice to the Events Manager. Events cancelled 14 or more days prior to the scheduled event date will be refunded the deposit amount less \$250 for administrative costs. Cancellations 2-13 days prior to event are subject to loss of deposit. Events cancelled within 48 hours of the scheduled event time are subject to the minimum food, beverage and sales tax agreed to per the event contract. Events scheduled to take place between November 1st and January 31st are subject to 50% of all anticipated charges regardless of cancellation date.

MAY OTHER CHARGES COUNT TOWARD THE FOOD AND BEVERAGE MINIMUM?

Unfortunately, no. Food and beverage minimums do not include the purchase of gift cards, service charges, sales tax, A/V equipment, floral, food or wine to go, rental equipment, and outside services.