

Cyrano's Café Private Event COVID Guidelines

Thank you for your interest in hosting your special event at Cyrano's Café. We have been working these past few months to develop new policies and practices that will maximize the health and safety of our staff and guests. We understand that some of these guidelines may be frustrating to some guests, but we ask for your understanding at this difficult time. If you have questions or concerns about any of these policies, or feel that there is an additional precaution we should be taking at this time please contact our General Manager, Melissa Downs, at melissa.cyranos@yahoo.com or 314-963-3232.

New Start/End Time Requirements

- End time of events must be strictly observed. All personal belongings including decorations and gifts must be out of the room by the stated end time of your event in order to allow for thorough cleaning before the next event. Staff will issue the event host a 30 minute notice.
- Event set up will be allowed no more than 45 minutes before your scheduled event start time. Please check in at the host desk upon arrival before entering the event room.
- Evening events must now end at 9:00pm, except on Friday and Saturday evening when they must end by 10:00pm. Extended end times are available with prior arrangement and additional fees.
- The restaurant and event room will be closed on Tuesdays.

Capacity and Seating

- Maximum of 36 people per event (beginning August 1st).
- Maximum of 6 people per table.
- We suggest that the host develop seating arrangements that keep family members and those already in close contact seated together.
- Capacity is subject to change due to government mandates and may increase or decrease over time.

Deposits and Minimums

- Deposits will be fully refundable for any cancelations related to COVID, such as government mandated closures or capacity reduction or an ill host or guest of honor.
- Our new minimum spending requirements are as follows:
 - \$300 Daytime Events and Sunday-Thursday Evening
 - \$800 Friday & Saturday Evening

Guest Policies

- We ask that all guests wear face coverings except while eating and drinking. This is not required but we kindly ask that you do so out of respect to other guests and our staff.
- Please keep as much distance as possible from staff members and other guests in order to maintain social distancing requirements.
- Please wash and sanitize hands often. Hand sanitizer will be readily available in the room.
- If you or a fellow guest is feeling unwell we ask that you stay home as a precaution.
- We reserve the right to refuse service to any guest that chooses to blatantly ignore our health and safety policies.
- These policies will be posted at the entrance to the room, but we ask that you as the host please inform your guests of the policies before your event.

Staff Policies

- All staff members must wear face coverings at all times.

- All staff is required to wash their hands every 30 minutes.
- Service staff is required to sanitize hands after every close interaction with a guest or employee or contact with a high-touch surface and before any food or drink service.
- If you would prefer staff to wear gloves during bar or food service, please inform us during the planning process of your event.
- All staff receives a daily screening upon arrival to work for symptoms of Covid.

Outside Food

- No outside food allowed except for dessert.
- No homemade dessert items allowed. All dessert items must be from restaurant or retail location that is adhering to current CDC guidelines.
- Outside dessert may not be brought into our kitchen for storage or slicing.
- Staff will still be allowed to slice and plate whole cakes in the room upon request.

Other Guidelines

- No buffets or shared appetizer or dessert service. All food must be served on individual plates to each guest while seated at tables.
- No cocktail tables.
- All silverware and linen napkins will be presented prior to service in the form of roll-ups.
- All drinks, except for water and iced tea, will be served in a new glass with each refill.
- Salt and pepper shakers and sugar caddies will be removed from tables. Single packet salt and pepper and sweeteners are available upon request.
- Candles will not be provided at this time, however guests are still allowed to bring in their own centerpieces for the tables.
- All decorations must be removed from the room by guests at the end of the event.
- During gift opening we ask that guests either remain at their tables or sit in a socially distanced arrangement.
- Doors will remain propped open to allow for no-touch entrance and exit.
- Hand sanitizer will be provided at the entrance, bar and other strategic locations.
- Restrooms to be used by event room guests are located in the main dining room and are equipped with touchless faucets, hand soap dispensers and paper towel dispensers.

Cleaning Policies

- All chairs and tables will be sanitized between events.
- All other surfaces, such as gift and display tables and the bar, will be sanitized between events.
- All table linens, including underlays, will be replaced between events.
- The room will be aired out with open doors and fans between events.
- All cleaning will be done with an EPA approved sanitizer.