



PRIVATE EVENT POLICIES & PROCEDURES

Foothill Market

Thank you for considering Foothill Market for your private event. To ensure a smooth and enjoyable experience, please review the following policies and procedures related to hosting a private event at our venue.

AVAILABILITY

- Private events may be scheduled after 5:30 PM and must end by 8:30 PM.
 - Foothill Market remains open to the public during daytime hours and does not close early for private events.
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USE OF FACILITY

- Guests who book a private event have exclusive use of Foothill Market, both indoors and outdoors, during their rental time.
 - While the patio is available, we cannot guarantee weather conditions. Outdoor use is not recommended from October to May.
 - If weather changes during an outdoor event, we will do our best to accommodate guests indoors within reason.
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FEES & DEPOSITS

- \$350/hour rental fee (Friday before Memorial Day through September).
 - \$300/hour rental fee for all other dates.
 - A \$300 deposit is required to secure your event date and will be applied to your final bill.
 - Deposits are fully refundable if cancellation occurs at least 72 hours prior to the event.
 - Cancellations within 72 hours of the event will forfeit the deposit.
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GUEST COUNT & CAPACITY

- Maximum capacity is 30 guests, including children.
 - Final guest count must be provided at least 72 hours before the event.
No refunds for fewer guests than planned. Additional guests beyond the agreed number are not guaranteed service.
 - Only service animals are permitted inside. Other pets are allowed in outdoor areas only, per health regulations.
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AMENITIES, DECORATIONS & SETUP

- Foothill Market provides in-house tables, chairs, linens, plates, and glassware.
- Third-party rentals and services must be arranged by the guest and approved by management in advance.

- Decorations are welcome but must be discussed and approved at least one week in advance.
 - We discourage lightweight or tall decorations for outdoor use due to wind.
 - No open flames, glitter, or confetti are allowed.
 - Foothill Market staff will handle all setup and breakdown of in-house furniture and tableware.
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MUSIC & ENTERTAINMENT

- All music or entertainment must be approved in advance.
 - Volume must remain within acceptable limits in accordance with local ordinances and respect for neighboring businesses and residents.
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FOOD, BEVERAGES & MENU PLANNING

- All food must be purchased through Foothill Market. Menu options include sandwiches, soups, salads, charcuterie boards, hot dogs, bulk dinner items, and simple desserts.
 - Outside food is not permitted, with the exception of celebratory cakes (e.g. birthday cake).
 - All beverages must be purchased through Foothill Market.
 - Guests may bring wine with a \$20 corkage fee per 750mL bottle.
 - A signature cocktail may be arranged upon request.
 - Menu selections, beverage preferences, dietary needs, and special requests must be finalized at least 7 days in advance.
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EVENT TIMING & CLEANUP

- Events must begin and end within the agreed rental period.
 - A 15-minute grace period is allowed before and after the event.
 - Additional time is billed at \$300/hour, prorated in 30-minute increments.
 - Guests are responsible for removing all personal items and decorations immediately after the event.
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GENERAL POLICIES

- Foothill Market reserves the right to decline any requests not arranged in advance or not aligned with our operations or values.
 - Hosts are financially responsible for any property damage or excessive cleanup required after the event.
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HOW TO BOOK

To inquire about date availability or begin planning your event:

info@foothillmarket.com

775-392-0527

We look forward to helping you create a memorable event at Foothill Market!