



READING ROOM POLICIES

By reserving the Reading Room, you agree to the policies and fees below.

RESERVATION DAYS AND TIMES

Our kitchen is closed between 3:00 – 4:00pm and closes at 9:00 pm daily.

8:00 – 10:45 am

If your group would like pastries/quiches, we appreciate advance orders.

11:00 am – 1:00 pm AND 1:15 - 3:15 pm

These are set times during lunch. There is a \$200 minimum food/beverage requirement (tax and tip not included), and a 20% gratuity will be added to your bill. You may reserve both times, with the understanding that your minimum spend will increase to \$400.

4:00 – 6:00 pm

There is a \$200 food/beverage minimum (tax and tip not included) for reservations within this window, and a 20% gratuity will be added to your bill. Reservations must end promptly at 6:00 pm.

6:15pm – 10:00 pm Tues – Thurs / through 11:00 pm Fri - Sat

Reservations booked at 6:15 pm or later will have the Reading Room through closing. There is a \$500 minimum food/beverage requirement (tax and tip not included), and a 20% gratuity will be added to your bill.

FEES

Cancellations and No-Shows – A credit card is required upon booking a reservation that carries a minimum spend. If you must cancel, please do so at least 8 hours prior to your reservation, or you will be charged a \$30 cancellation fee. Flyleaf reserves the right to cancel your reservation and seat waiting guests in the Reading Room if you do not arrive within 15 minutes of your start time. No-shows will be charged \$50.

Occupancy Overage – We have a strict occupancy limit of 12 people, including children, in the Reading Room. If you disregard our maximum and bring more than 12 people to your reservation, Flyleaf reserves the right to ask some or all of your party to leave or charge you \$100 per each additional guest over occupancy.

Outside Food/Drink and Corkage Fees - Outside food or drink is not permitted, except in the case of a cake (a \$20 cake fee will apply), with advance notice, and unopened bottles of wine (a \$25 corkage fee will apply).

OTHER POLICIES

*You may not charge fees for any gathering held in the Reading Room. Organizations that normally collect dues may do so. Fundraising is prohibited.

*Any and all decorations must be pre-approved by Flyleaf.

***We are unable to split checks for parties in the Reading Room.** You MAY pay your bill with multiple credit cards.

*We love children, but the Reading Room is not child proof. If you bring children to your gathering, you are responsible for any damage they may cause to themselves or Flyleaf's property, including furniture, books and decor.

MENU PREORDERS & SPECIAL REQUESTS

Preordering menu items ensures that our kitchen can accommodate your requests, and it is strongly suggested that you do so. If you have any special requests (i.e. a bottle of prosecco upon your arrival), please let us know. You can email preselected menu items and/or special requests to lindsay@flyleafgp.com.

To Make a Reservation

Reservations can be made up to eight weeks in advance. Please email hello@flyleafgp.com or call 313.771.5544 to reserve.

All reservations are subject to availability. Flyleaf reserves the right to cancel or modify reservations due to unforeseen circumstances or to accommodate in-house special events. The Reading Room is monitored by video surveillance.