

Guidelines for Private and Group Functions during Russell's Scheduled Classes/Meals

1. Private and Group Functions are limited to 75 guests maximum.
2. Functions may only be scheduled by prior arrangement.
3. As Russell's Restaurant is first and foremost a Dining Room Teaching environment, the minimum "buy-out" guarantee to close Russell's Restaurant to the public is 50 guests. Groups may not pay for 50 guests and show up with less, as the student experience is diminished.
4. We welcome smaller groups, which can be accommodated by our use of movable partition dividers. It must be noted however that the remainder of the dining room will be in use by other diners. Thus speeches and/or presentations are not allowed in the dining room, as they may disturb other guests dining in Russell's.
5. Group lunch seating is at 11:45 am and guests must exit by 1:30 pm. Group dinner seating is at 5:45 pm and guests must exit by 7:30pm. Remembering that Russell's is a classroom, meal period hours cannot be extended beyond regular class time as defined in the class syllabi, due to students' individual personal schedules, such as other classes, jobs and family commitments, Note: We recommend that groups allow time for group check-in outside of Russell's prior to these times, to allow guests the maximum time to enjoy their experience at Russell's.
6. Private and group functions must be paid in full at the end of the function unless prior arrangements have been made with the Restaurant Director.
7. Private and group functions will be served the regularly scheduled menu being prepared by the Culinary class for that day. We regret that no other customization is possible, as Culinary students execute and gain expertise in the planned meal.
8. No more than three "buy-out" functions per semester will be allowed for any one class time period: this will be determined on a 'first come – first served' basis. Priority is given to internal CSN functions over any other groups.
9. Alcoholic beverages may only be served under special circumstances and with prior arrangement with CSN's President and the Restaurant's instructional staff.

Please bear in mind that our Culinary and Food and Beverage classes have been developed to give our students the best possible, most realistic, operational hospitality experience. The Russell's Restaurant operation is a learning, practice and developmental environment for our students, not a for-profit public restaurant. CSN class schedules may not be changed at any time to accommodate catering.

Requests for private or group functions in Russell's Restaurant during a scheduled meal period should be made with the Restaurant Director, Mr. Joe Gormley at 702-651-4701.

Requests for functions in Russell's outside of the regularly scheduled meal periods, should be directed to the Director of Culinary Arts, Chef John Metcalfe at 702-651-4818.