



## **EVENT PLANNING GUIDE**

*The Wine Loft of Birmingham hosts events of all sizes. From a private tasting for two in our Tasting Room to a birthday bash with two hundred guests, we have the space, the menu, and the atmosphere to make your event one to remember.*

### **OUR MENUS AND HOST BAR OPTIONS**

#### **MENUS**

We offer three menus for events, and we can mix and match items from all three to create the perfect balance for your event. All of our event food is served buffet-style, but some items from our A La Carte menu can be passed by our serving staff.

Our A la Carte Cuisine consists of smaller, bite-sized items that are perfect for the cocktail hour. These dishes are easy for guests to snack on while they mingle. The number of platters you will want to order will depend on the size and style of your party. We will be happy to help you when determining the number of platters you will need.

Our Buffet-Style Cuisine is heavier fare, much of which is available on our regular menu. This menu is best if you wish to provide your guests with heavy hors d'oeuvres. The items are designed to feed approximately 30 guests per order, and also make a great statement centerpiece when paired with our A la Carte items.

Our Prix Fixe menu is perfect for those events that call for a full meal. For a single price per person we can provide an entrée with sides served as a buffet that will be sure to satisfy even the hungriest guest. Prix Fixe items can also be combined with our A La Carte and Buffet-Style Cuisine items to add variety to your table.

If you would like something that you don't see on our menu, let us know. We welcome the opportunity to perfect a new dish!

#### **HOST BAR OPTIONS**

The Wine Loft of Birmingham offers four levels of Host Bar: House, House Select, Standard, and Premium. Each of these is priced per head per hour and we require a two-hour minimum on each bar package. These packages give your guests a "bottomless glass" during the times you specify and include unlimited soft drinks for your non-drinking guests. All guests must be included in any bar package.

Each level of Host Bar Package has a limited menu that we will provide for your guests, making it easy for them to order. We can also create personalized menus to commemorate your event, making

a very special keepsake. These packages take all of the headaches out of drink service, and make the service itself a snap.

If you would prefer to set up a tab for your guests, or for your guests to order on their own, we will be happy to make those arrangements.

### **PRICING AND EXCLUSIVE USE**

The Wine Loft does not charge a fee to reserve space. The only cost to you is the food and drink you choose to provide for your guests plus tax and gratuity. The two exceptions are for those parties interested in having the use of the full venue and for those who wish to come in on a day or at a time when we are normally closed.

For the exclusive use of the venue during our normal hours of operation, we ask that you spend at least \$1500 for each hour that we will be closed to the public. Exclusive use rates begin at 5pm. Food and drinks will be applied to the minimum spend.

If you would prefer to host your event on a Sunday or Monday, there will be a rental fee of \$600. For events taking place on normal days of business and ending before 4pm, there will be a fee of \$300- \$600 depending on event details. This fee is in addition to your food and drink costs.

Once you have decided on a date, we will ask for either a deposit of \$200 or a credit card number to confirm and hold that date. Once the details of your menu have been worked out, we will ask for 25% payment of your total bill. The deposit amount(s) will be applied to your total bill, and the balance will be due the day of your event.

### **ALL THE EXTRAS**

- ❖ **Setup-breakdown:** Unless noted otherwise on your agreement, you will be given access up to 1 hour before your event for setup and breakdown should be completed within 30 minutes of the end of your contracted time.
- ❖ **Bands and DJs:** A band or DJ is acceptable for exclusive events only. In order to respect our upstairs neighbor's living space, we will exercise control over the content and/or volume.
- ❖ **Outside Music:** We do not play music brought in by guests, or accept music requests, unless we are closed to the public at the time of the party.
- ❖ **Cakes, Flowers, and Other Decorations:** We will provide plates, napkins, forks, and cake servers for cakes. In many cases, we can help you to cut and serve the cake to your guests. For a dedicated cake server we will add \$25 to the gratuity on your final bill. Flowers and other decorations are welcome; make sure to coordinate set-up times with our Event Coordinator when booking your event. We do ask that no confetti, glitter, candy, or feathers be brought in due to the difficulty in cleaning up these items.
- ❖ **Valet Parking:** We will provide valet parking for \$150 per valet. Services booked within 3 weeks of the event will be subject to a surcharge of \$35 per valet.

*To book your next event, please contact Kristin Warren, Event Coordinator  
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email@kristin@wineloftbham.com*