



Event Planning Guide

Located in the heart of Downtown Birmingham in the Loft District, The Wine Loft is one of the city's most well known event venues. On the bottom floor of the Goodall-Brown Lofts, our historic building dates back to 1906. Exposed brick walls, high ceilings, innovative tabletops built on vintage radiators, and beautiful oversized windows overlooking 1st Avenue North make the versatile space charming and elegant.

While functioning daily as a restaurant and bar, The Wine Loft is more than 5,000 square feet. It is the ideal location for special occasions such as engagement parties, rehearsal dinners, wedding receptions, corporate events, holiday parties, networking mixers, retirement parties, and more!

For small groups or large parties of up to 250 guests, The Wine Loft has everything you need for a worry free and memorable event.

Amenities

- *Full bar
- *In-house Catering
- *Valet Optional
- *Handicapped Accessible
- *Complimentary Wi-Fi
- *Patio
- *Built-in House Sound
- *Microphones
- *106" Projection Screen
- * Private Tasting Room
- *All Ages
- *Baby changing Station

Catering

Food

All event food is served buffet-style, but some items can be passed by our serving staff by request.

Our catering menu ranges from smaller, bite-sized items that are perfect for the cocktail hour to a full meal. Many of these items are perfect for guests to snack on while they mingle. The number of different items you will want to order will depend on the size and style of your party. Feel free to mix and match any of the menu items to create the perfect balance for your event. We are happy to assist with your menu planning!

Drinks

We are pleased to offer a full selection of wine, bottled and draft beer, and liquor drinks.

Host Bar Packages:

We have four levels of bottomless bar packages that can be found on the last page of our catering menu. Each of these is priced per person, per hour. A two-hour minimum is required for bar packages and all guests must be included. Unlimited soft drinks, juices, and coffee are built into the cost.

Drink Tickets:

Drink tickets may be purchased for \$6 each plus tax and gratuity. Tickets are supplied by The Wine Loft and can be redeemed for event wine, draft or bottled beer, and mixed drinks made with Tito's, Bacardi, Beefeaters, Canadian Club, Dewar's, Jack Daniels, and Jose Cuervo.

Bar Tab/Cash Bar:

If you would prefer to set up a tab for your guests, or for your guests to pay for their own beverages, 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 10% tax and 20% 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.

Exclusive use is required for parties of 150 or more. Exclusive use rates vary throughout the year. Please contact our event coordinator for a personalized quote. Food and drink costs 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 specifics. This fee is in addition to your food and drink costs.

We require a deposit and signed contract to secure your booking. The deposit will be applied to your bill. Ultimately, we require 25% of the total bill at least two weeks prior to the event. The remaining balance may be paid before, or the day of, your event.

Policies

***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:** We will provide plates, napkins, forks, cake knives, and servers free of charge. You may request that a staff member cut and serve your cake for a \$25 fee.

***Decorations:** No confetti, glitter, candy, or feathers please. Balloons must be weighted or tied down.

***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.

Please be sure to coordinate set-up and/or delivery times with our Event Coordinator when booking your event.

To book your next event, please contact Kristin Warren, Event Coordinator

Direct line: 205.213.2031

Email: kristin@wineloftbham.com