



# 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 1<sup>st</sup> 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  
Built-in House Sound  
Televisions  
Microphones  
106" Projection Screen  
Patio  
Private Tasting Room  
All Ages Welcome  
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 you 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 which can be found on the last page of our catering menu. Each 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, for events other than rehearsal dinners and wedding receptions, 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 rental fee for non-exclusive use of the venue. The only cost is the food and/or drinks that you choose to provide for your guests plus 10% tax and 20% gratuity. A minimum spend may be required.

Exclusive use is available for those interested in having private use of the venue. Exclusive use rates vary throughout the year. Please contact our event coordinator for rates or a personalized quote.

For events taking place outside of normal business hours, there will be an early open fee of \$300 to \$600 depending on specific event details and staffing needs. If you would prefer to host your event on a Sunday or Monday, there is a rental fee of \$600. Rental fees do not include food or drinks.

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 to your event space up to 1 hour before your event for setup. Breakdown should be completed within 30 minutes of the end of your contracted time. For wedding related events, additional setup and breakdown time will be negotiated. Please be sure to coordinate all set-up/delivery times with us.

**Bands and DJs:** An approved band or DJ is acceptable for exclusive events only. 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:** A celebratory cake from an outside vendor may be brought in. Additional items will be billed at \$50/item and a \$2/person set up fee. Wedding receptions may have a bride's and groom's cake without additional fees. A staff member can cut and serve your cake for an additional fee.

**Decorations:** No confetti, glitter, sequins, candy, or feathers are permitted. Balloons must be weighted.

**Valet Parking:** Valet services are optional for \$150 per valet. Services booked within 3 weeks of the event will be subject to a surcharge of \$35 per valet.

**Food Leftovers:** The Wine Loft reserves the right to discard any leftover food items, after the agreed upon event time table, where there is a reasonable risk for food borne illness to occur. Leftovers must be stored directly and at a safe, cold temperature.

**Food Allergies:** The Wine Loft will take reasonable steps to minimize the risk of known allergens that are disclosed to us in writing. Menu items may contain or come into contact with WHEAT, EGGS, PEANUTS, TREE NUTS, FISH, SHELLFISH, SOY, MILK and other common allergens. Please be aware that we use a single kitchen for the preparation of all dishes, and as a result, we are unable to guarantee that any menu item can be completely free of allergens.

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

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