



## Group & Event Dining



General Manager | Michael Pestana  
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**The Monroe** | 448 N. Terry Ave. Orlando, Florida 32801 | (407) 734-2102

[www.TheMonroeOrlando.com](http://www.TheMonroeOrlando.com)  
f @ TheMonroeOrlando



## The Monroe

### General Info

|                      |                                                                                                                                                                                     |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ADDRESS              | 488 N. Terry Ave. Orlando, FL 32801                                                                                                                                                 |
| PHONE                | (407) 734-2102                                                                                                                                                                      |
| WEBSITE              | <a href="http://www.TheMonroeOrlando.com">www.TheMonroeOrlando.com</a>                                                                                                              |
| FACEBOOK / INSTAGRAM | The Monroe Orlando                                                                                                                                                                  |
| EXECUTIVE CHEF       | Nikk Burton - <a href="mailto:Nikk@themonroeorlando.com">Nikk@themonroeorlando.com</a>                                                                                              |
| GENERAL MANAGER      | Michael Pestana - <a href="mailto:Mike@themonroeorlando.com">Mike@themonroeorlando.com</a>                                                                                          |
| ASSISTANT GM         | Molly Ward - <a href="mailto:Molly@themonroeorlando.com">Molly@themonroeorlando.com</a>                                                                                             |
| SERVICE MANAGER      | Dani Tin - <a href="mailto:Dani@goodsaltgrp.com">Dani@goodsaltgrp.com</a>                                                                                                           |
| BEVERAGE DIRECTOR    | Lorena Castro - <a href="mailto:Lorena@goodsaltgrp.com">Lorena@goodsaltgrp.com</a>                                                                                                  |
| HOURS                | Coffee Bar: 9am to 3pm<br>Lunch: 11am - 3pm<br>Sat & Sun Brunch: 11am - 3pm<br>Dinner Tuesday - Thursday, Sunday: 5pm - 10pm<br>Dinner Friday & Saturday: 5 - 11pm<br>Monday Closed |
| SPACE                | 4000 sqft Interior dining space<br>1400 sqft Backyard patio space<br>4000 sqft Front Porch covered outdoor bar                                                                      |
| RESTAURANT BUY-OUT   | seated 120 / reception 250                                                                                                                                                          |
| SWAN ROOM            | seated 56                                                                                                                                                                           |
| LOUNGE               | cocktail 20                                                                                                                                                                         |
| HIGH TOPS            | 24 seats / reception 40                                                                                                                                                             |
| BACKYARD             | seated 40 / reception 80                                                                                                                                                            |
| FRONT PORCH          | seated 46 / reception 150                                                                                                                                                           |
| PARKING              | street parking & Union West parking garage                                                                                                                                          |

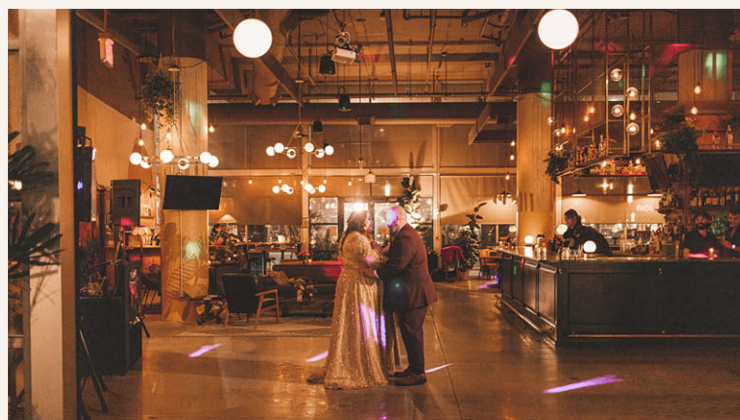


## RESTAURANT BUYOUT

The Monroe was beautifully designed with special occasions and events in mind. Our restaurant venue is conducive to bookings such as corporate events and holiday parties, award ceremonies, even wedding ceremonies and receptions.

A partial buyout would include a combination of either our seated spaces (Swan Room + Main Dining) or reception style areas (Lounge + High Tops). A full restaurant buyout includes all of the space mentioned as well as our Backyard Patio and is required for parties over a certain number of guests. In this case, the Monroe would be closed to the public.

We offer services ranging from passed hors d'oeuvres and stationed appetizers to plated dinners and buffets, reception style. The food and beverage minimum spend does apply and varies based on the day and time of the week. For more information regarding rates and capacity, please contact the event manager.





## AUDIO / VISUAL

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### MICROPHONE & SPEAKERS

Only available on our Backyard Patio and Front Porch, and for full restaurant buyouts. No microphones and speakers are to be used during service hours. Please see our price list for more information regarding rental.

### TVS & PROJECTOR

The lounge includes two TV's that can be connected via HDMI. We also have a projector in the same space available for slideshows and logo presentations - Mirra Cast or USB required. The Front Porch includes three TVs available via HDMI. Please submit all necessary digital files to the event manager 48 hours prior to the event.

### SOUND SYSTEM

Our sound system pans throughout the entire restaurant via bluetooth. House music and custom playlists are available by request. The Front Porch is the only space with a separate system.

## MUSIC & LIVE ENTERTAINMENT

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All entertainment is to be contracted through the host of the event. Please request our list of preferred vendors from the event manager for more information. All DJs and performers are to bring their own setup and equipment. Folding tables may be available with advanced notice. Max occupancy space for bands and DJs is 8ft x 8ft. Music and live entertainment are only permitted in the spaces below to ensure enjoyable experiences for all guests during services

- Backyard Patio
- Front Porch
- Full Restaurant Buyout

\*Spaces are available for live presentations and award ceremonies within certain time frames. This may result in an additional fee for times outside of regular service hours.

# Swan Room



## SEMI-PRIVATE, FOR SEATED EVENTS

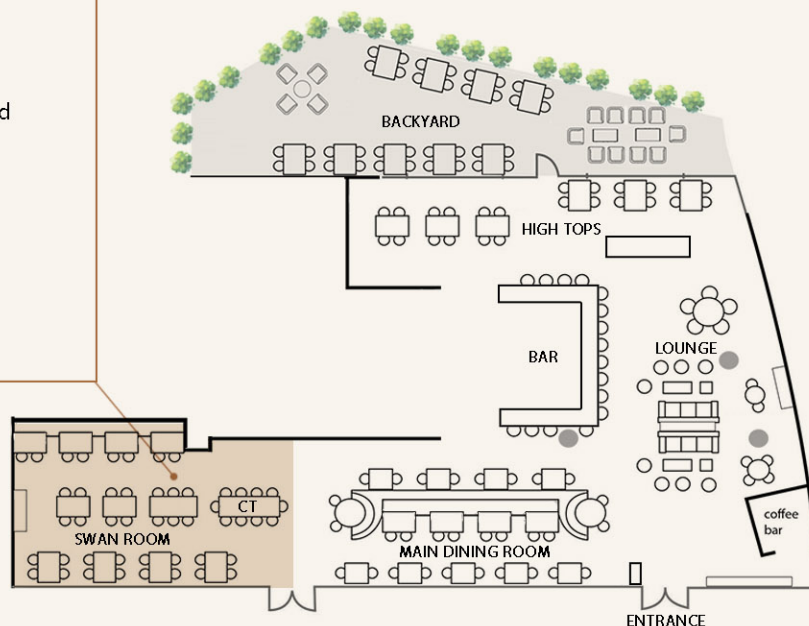
The Swan Room is our formal dining space available for special events. It can accommodate up to 46 guests with the option to add-on Chef's Table for an additional 10 seats. The furniture in this space can be arranged in multiple ways depending on guest count and has the capacity available for a satellite bar. For partial buyouts, it can be combined with our Main Dining space, adding on another 44 seats.

### MAX CAPACITY: 56

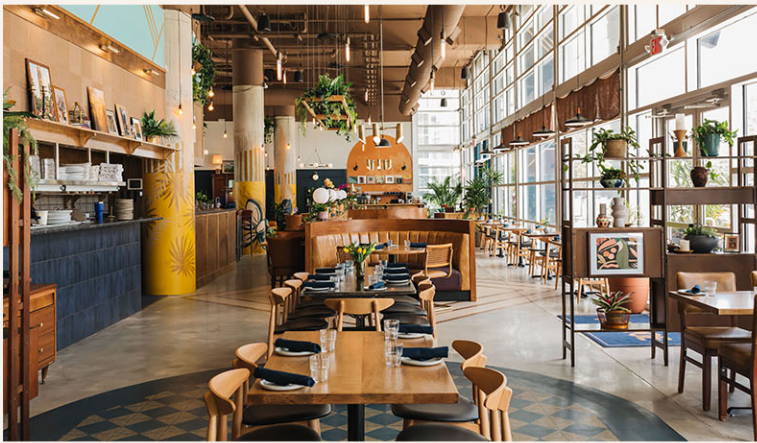
46 seats without the Chef's Table

- PLATED: max 10 guests per table, 8 preferred
- FAMILY STYLE: three tables of 8-16 guests

\*extra table for gifts available by request



# Main Dining Room

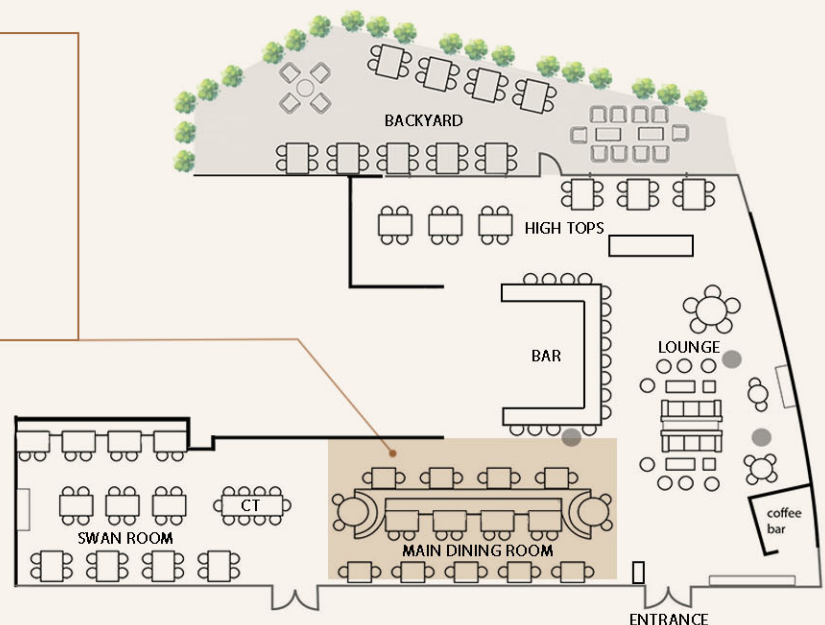


## SEATED

Another formal dining space of ours, this space is best reserved for seated events for socializing and networking. The mixed use seating is great for a more casual dining experience.

Max capacity: 44

Banquette seating available on one side  
Two round dining tables seating 5 each



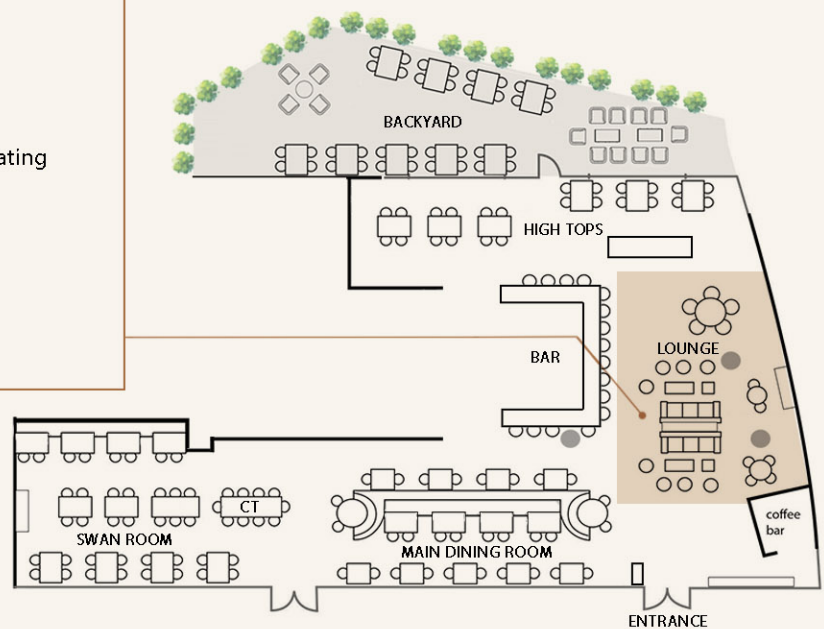
# Lounge



## OPEN AREA

### MAX CAPACITY: 20

- Composed of five pods with mixed use seating
- Appetizer menu available only
- A/V: TV (2), Projector



# High Tops



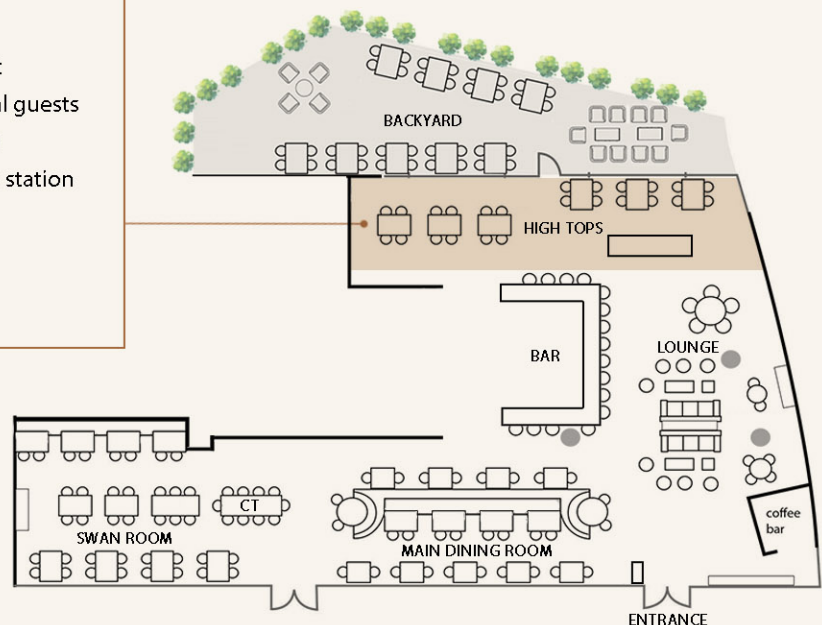
## SEMI-PRIVATE SPACE AVAILABLE IN TWO FORMATS

Our High Top dining space is perfect for an intimate gathering. It can accommodate up to 24 guests and the furniture in this space can be arranged in two ways. For partial buyouts, it can be combined with our Lounge space, adding on another 16 seats that makes a perfect reception style event.

### MAX CAPACITY: 24

- FAMILY STYLE: two tables of 8-12 guests
- COCKTAIL STYLE:
  - Additional cocktail tables available by request
  - Combine this space with lounge for additional guests (max capacity: 40, minimum spend increased)
  - Shuffleboard can be converted into appetizer station
  - A/V: TV (2), Projector

\***SATELLITE BAR** available by request



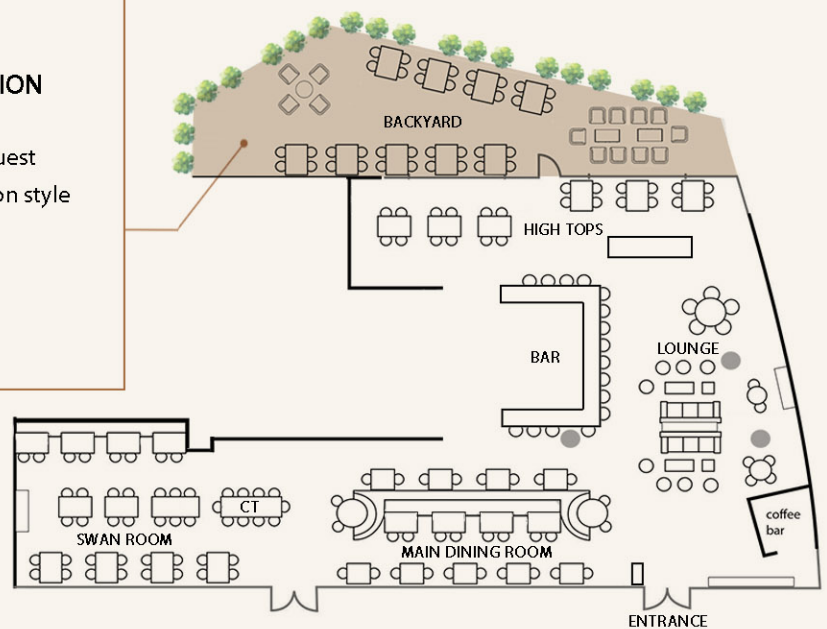
# Backyard



## SEATED/COCKTAIL STYLE OUTDOORS

### MAX CAPACITY: 40 SEATED, 80 RECEPTION

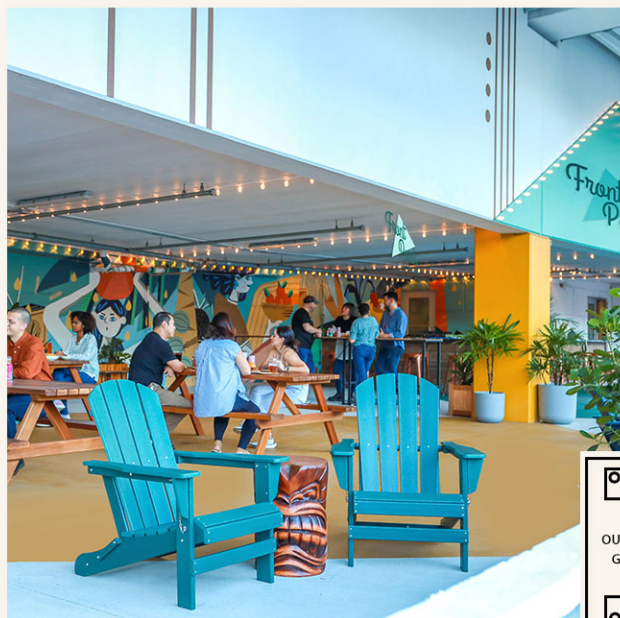
- Additional cocktail tables available by request
- Space conducive to plated, family, or station style
- Satellite bar required
- Weather permitting



# Front Porch



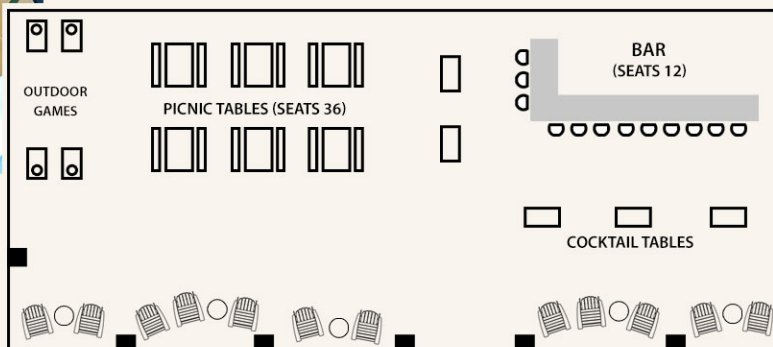
## RECEPTION STYLE / COVERED OUTDOOR SPACE



**MAX CAPACITY: 150 RECEPTION STYLE  
46 SEATED**

- Family Style menu available (max 36 guests)
- Bar included
- Rain or Shine

\*Additional cocktail tables available by request



# GROUP DINING FOOD & BEVERAGE GUIDELINES

everything you need to know before booking

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## BANQUET EVENT ORDER

This menu agreement will lock in your menu choices and specifications including dietary preferences, restrictions, and allergies to note. ALL food must be predetermined; no orders will be taken the night of your event. We require a guaranteed guest count 7 days prior for pricing and quantity adjustments on the finalized contract.

## RECEPTION & COCKTAIL STYLE

Our most popular vibe, and for good reason. Start with passed hors d'oeuvres as guests trickle in, then open a shareables station or buffet, and reset with something sweet for last call. Ideal spaces: The Front Porch, Lounge, High Tops, Backyard Patio (weather permitting) or a combination of the above.

## FAMILY STYLE

A coursed out menu served on platters intended to be passed and shared amongst tables of 8-12 seated guests. Great setting for special occasions, luncheons, and more informal gatherings. This menu can be served as a buffet in the Main Dining and Swan Rooms for networking and corporate events with standard seating.

## PLATED

A pre-fixed menu with two or more courses of your choice to provide for your guests in advance. This service style requires final menu item counts 3 days prior to the event. Floorplan is suggested, but not required for groups less than \_\_\_\_ guests.

## BEVERAGES

All beverages are available priced per person or by consumption within a package of your choice. Consumption bar is limited to the items within the package with the option to add on a welcome cocktail or toast. Per person hourly rates are required for partial and full restaurant buyouts. We do not offer the full bar or cash bar for groups over \_\_\_\_ guests. Wine by the bottle can be pre-ordered or - if opened and served - charged by consumption. The option to set a bar tab limit is available as well.

## ALLERGIES & DIETARY PREFERENCES

We are happy to accommodate any guests with allergies and dietary restrictions or preferences. Menus can be built with this in mind and individual servings are available as per request prior to the date of the event.

## KIDS & VENDOR MEALS

Group dining menus are half off for little ones under the age of 12 and at no charge for those under 3 years old. Kids menu available by request. Vendor meals are priced per person and available after the main course is served to the attending guests. Early vendor meals are not guaranteed.

## Breakfast & Brunch

### CONTINENTAL BREAKFAST

AVAILABLE TUESDAY - FRIDAY | 9AM-10:30AM  
MINIMUM OF 20 GUESTS

**NEW YORK BAGEL BAR \$12pp**

build your own | assortment of spreads, tomato | +\$4 smoked salmon

**GREEK YOGURT PARFAIT \$7pp**

build your own | assortment of market fruit, walnut granola, local honey

**POWER HOUR \$6pp**

batch brew | flash-chilled | hot/iced tea  
assortment of sweeteners and creamers

**Add-ons:**

**MINI PASTRY \$25 per dozen**

**WHOLE FRUIT \$3pp**

**SLICED FRESH FRUIT \$5pp**

**HOUSEMADE GRANOLA BARS \$30 per dozen**

### BRUNCH BUFFET

AVAILABLE SATURDAY & SUNDAY | 11AM-3PM  
\$40 PER PERSON | HOST SELECTION OF 3

**MUSHROOM HASH** mushroom blend, crispy potato, charred peppers & onions, chimichurri

**BISCUITS & GRAVY** black pepper biscuits, house-made sausage gravy, cheddar, scallions

**CHICKEN & WAFFLES** brown butter waffles, fried chicken, bourbon maple syrup, seasonal butter

**SHRIMP & GRITS** jupiter rice grits, pickled peppers, piquillo gravy

**BRIOCHE FRENCH TOAST** seasonal accompaniments

**STEAK AND EGGS** pickled onions, chimichurri, sunnyside eggs +\$5pp

**Add-ons:**

**SCRAMBLED EGGS \$4pp**

**SEASONAL PASTRY \$4pp**

**WAFFLES \$6pp**

**HARVEST SALAD \$5pp**

**SALMON BAGEL BITES \$5pp**

**FRUIT BOARD \$5pp**

# Lunch

## LUNCH PLATED

STARTING AT \$36PP

### First Course

host selection of one served family style

**PIMENTO CHEESE** jalapeno, red pepper, pickled red onions, Ritz crackers

**HUMMUS** chickpea, cucumber, mint, preserved lemon, grilled naan, za'atar

**FRENCH ONION DIP** salt & vinegar potato chips

**CRISPY CAULIFLOWER** General Tso sauce, onion, sesame, chilis

**CAESAR SALAD** romaine, tomato conserva, focaccia gremolata, smoked tomato caesar dressing

### Second Course

host selection of two, choice of

**BUTTERMILK FRIED CHICKEN SALAD** tomato, pickled peppers, chili cheddar, buttermilk ranch

**CLASSIC BURGER** double patty, onions, american cheese, burger sauce

**MONROE'S FAMOUS FRIED CHICKEN** 2 pc, macaroni salad, cucumber salad, dinner roll

**ROASTED SALMON** carrots, blistered tomato, carrot escabeche, cilantro pistou

**STEAK FRITES** flat iron steak, chimichurri, garlic parmesan fries, aioli (+\$5)

**GRILLED CHICKEN SANDWICH** pimento cheese, tomato, lettuce, fries

### Dessert

ADD ON \$ 7PP

choice of

**WARM BRONWIE** cacao nib crumble, vanilla ice cream, chocolate sauce

**CHEESECAKE** chef's sesason selection

## Dinner

### FAMILY STYLE

STARTING AT \$50pp

#### First Course

host selection of two, share for the table

**PIMENTO CHEESE** jalapeno, red pepper, pickled red onions, Ritz crackers

**HUMMUS** chickpea, cucumber, mint, preserved lemon, grilled naan, za'atar

**CAESAR SALAD** romaine, parmesan, tomato conserva, focaccia, smoked tomato caesar

**CRISPY CAULIFLOWER** general tso sauce, onions, sesame, chilis

#### Second Course

host selection of two, share for the table

**THE MONROE'S FAMOUS FRIED CHICKEN** hot honey drizzle, herbs, lemon

**ST. LOUIS RIBS** scallions, mustard bbq

**ROASTED SALMON** blistered tomato, carrot escabeche, cilantro pistou

**FLAT IRON STEAK** grilled onions, local greens, chimichurri (+\$5)

#### Sides

host selection of two, share for the table

**MAC & CHEESE**

**WHIPPED POTATOES**

**WARM POTATO SALAD** mustard aioli, scallion

**CUCUMBER SALAD** pickled peppers, mint, olive oil

**ROASTED CAULIFLOWER** local greens, caper vinaigrette, citrus gremolata

**BBQ RAINBOW CARROTS** Cheerwine bbq sauce, honey roasted peanuts (+\$3)

**ROASTED MUSHROOMS** arugula, pickled onions, balsamic glaze (+\$3)

**TRUFFLE MASHED POTATOES** (+\$3)

#### Desserts

host selection of one, share for the table - for additional selection (+\$5)

**WARM BROWNIE** chocolate sauce, vanilla ice cream

**CHEESECAKE** chef's seasonal selection

**SEASONAL COBBLER** black pepper biscuit, chantilly cream

## Dinner

### FOUR COURSE PLATED

STARTING AT \$72PP

#### First Course

host selection of one, share for the table

**SWEET ROLLS** honey butter

**PIMENTO CHEESE** Ritz crackers

#### Second Course

host selection of two, choice of

**CAESAR SALAD** romaine, tomato conserva, focaccia, smoked tomato caesar

**LOADED CROQUETTES** bacon, cheddar, scallions

**DEVEILED EGGS** bacon, jalapeño

#### Third Course

host selection of two, choice of

**ROASTED CHICKEN** sweet potato mash, roasted carrots, Cheerwine BBQ

**FLAT IRON STEAK** grilled onions, crispy potatoes, chimichurri

**ROASTED SALMON** carrots, blistered tomato, carrot escabeche, cilantro pistou

**MONROE'S FAMOUS FRIED CHICKEN** 2pc, mac and cheese, cucumber salad

**CRISPY DUCK LEG** Jupiter rice, grits, pepperonata, smoked piquillo gravy

**ORGANIC ROASTED MUSHROOMS** farro risotto, parmesan, herb oil

#### Desserts

choice of

**WARM BROWNIE** vanilla ice cream, cocoa nib crumble, chocolate sauce

**CHEESECAKE** chef's seasonal selection

**BANANA PUDDING** Nilla wafers, vanilla chantilly cream

## HORS D'OEUVRES

### Priced Per Dozen

- minimum of (2) dozen required -

#### CRISPY PORK BELLY SKEWERS \$60

Cheerwine BBQ, pickled onion, cilantro

#### WATERMELON SALAD SKEWERS \$42

mint, feta cheese

#### LOADED POTATO CROQUETTES \$55

bacon, cheddar, scallions

#### SHRIMP CEVICHE SHOOTERS \$60

cilantro, lime, jalapeño

#### CHICKEN & CAVIAR \$85

creme fraiche, chives

#### OYSTERS ROCKEFELLER \$72 (Minimum 2dz)

#### FRIED SHRIMP \$64

Cornmeal breaded, bloody mary cocktail sauce

#### BUFFALO CHICKEN EGGROLLS \$60

blue cheese, green onion

#### CROSTINI \$45

whipped ricotta, onion jam

## SHAREABLES

### Priced Per Dozen

- minimum of (2) dozen required -

#### BURGER SLIDERS \$60

american cheese, burger sauce, house pickles

#### CRISPY CHICKEN SLIDERS \$60

chili ranch, house pickles

#### BLACK BEAN BURGERS \$52

pickled onion, chipotle crema

#### MINI CUBANOS \$60

swiss cheese, mustard, house pickles

#### PIMENTO CHEESE ROLLS \$50

brioche, jalapeno, pickled onions

#### SALMON CAKES \$72

lemon aioli, pickled onion

#### DEVEILED EGGS \$45

jalapeño, bacon

## MONROE BUFFET OPTIONS

### Grand Grazing Table \$1500

serves 100 guests ( above 100 +\$5pp )

15 foot table of assorted cheeses, charcuterie, fruit, crudite, dips and , accompaniments

**Add On:** Flatbreads - see 'Platters'



### Raw Bar - Minimum 30guests \$20pp

**OYSTERS** and **SHRIMP COCKTAIL**

Includes bloody mary cocktail sauce, horseradish, mignonette, lemons

**CEVICHE** seasonal accompaniments **+\$4pp**

### The Monroe Classics Station

**THE MONROE FRIED CHICKEN** hot honey drizzle **+\$15pp**

**ST. LOUIS RIBS** mustard BBQ sauce **+\$10pp**

**ROASTED SALMON** **+\$10pp** ( choose one )

carrot escabeche, charred tomato, arugula | sweet soy glaze, sesame, scallions

**MAC & CHEESE** **+\$7pp**

spicy mac & cheese **+\$2pp** | truffle mac & cheese **+\$4pp**

**WARM POTATO SALAD** mustard aioli **+\$5pp**

**SWEET ROLLS** w/ honey butter **+\$3pp**

## MONROE BUFFET OPTIONS

Continued

### Carving Station - Minimum 30 guests

+carving station attendant fee

**SMOKED BRISKET " PASTRAMI"** horseradish cream, house pickles, cabbage slaw **\$15 pp**

**PRIME RIB** Monroe steak sauce, roasted mushrooms **MKT**

### Vegetable Station

**BBQ RAINBOW CARROTS** cheerwine bbq sauce, local greens, honey roasted peanuts **\$5 pp**

**ROASTED CAULIFLOWER** local greens, caper vinaigrette, citrus gremolata **\$5 pp**

**ROASTED MUSHROOMS** arugula, pickled onions, pickled onions **\$7 pp**

**MARKET BOUNTY** chef's seasonal selection **\$4 pp**

### Build Your Own Potato Bar **\$15 pp**

choice of two with accompaniments

**CLASSIC WHIPPED POTATO** | **TRUFFLE WHIPPED POTATO** | **CRISPY POTATO**

**MASHED SWEET POTATO** | **BAKED POTATO** | **FRENCH FRIES**

### Florida Clam Bake Station **\$15 pp**

Cedar Key clams, shrimp, andouille sausage, potato, corn, peppers, beer broth, Lake Eola spice

### Dessert Table **\$10 pp**

choice of three mini desserts

**Cosmic Brownie**

**Seasonal Cheesecake**

**Banana Pudding**

**Seasonal Panna Cotta**

**Cream Puff** caramelized white chocolate ganache

**Cookies** choose one: chocolate chunk | peanut butter | lemon crinkle

## PLATTERS



### **HUMMUS - \$4 PP**

chickpeas, cucumber, spiced oil, grilled naan

### **CRUDITE - \$4 PP**

assorted veggies, ranch dressing

### **PIMENTO CHEESE - \$4.50 PP**

served with Ritz crackers

### **ONION DIP - \$3.50 PP**

served with housemade salt & vinegar chips

### **CLASSIC FISH DIP - \$7 PP**

crispy capers, salt & vinegar chips

### **GARDEN SALAD BOWL - \$5 PP**

radish, onions, tomato, cucumber, buttermilk ranch dressing

### **SMOKED TOMATO CAESAR - \$5 PP**

### **HARVEST SALAD BOWL - \$80/PER EACH**

goat cheese, house granola, seasonal fruit, red wine vinaigrette

### **CHICKEN BACON FLATBREAD**

ranch, onion, cheddar, Cheerwine BBQ sauce

3ft board: **\$150 / PER EACH**

6ft board: **\$275 / PER EACH**

### **GARDEN FLATBREAD (VG)**

romesco, charred tomato, shaved parmesan

or

roasted mushroom, arugula, balsamic

3ft board: **\$125 / PER EACH**

6ft board: **\$225 / PER EACH**

### **GRAZING BOARD**

three artisanal cheeses, fruit, seasonal accompaniments

3ft board: (for groups on 40 or less): **\$250 / PER EACH**

6ft board: (for groups over 40): **\$400 / PER EACH**

ADD-ON: charcuterie: **\$75 / \$150**



# THE MONROE

Food + Drink

## BEVERAGE PACKAGES

### ▶ STANDARD PACKAGE

**\$50/pp for (2) hours of service**

Titos Vodka  
Diplomatico Rum  
Tanqueray Gin  
Jack Daniels  
Old Forester  
Centinela Tequila  
La Luna Mezcal

**add-on:** punch, select beer

### ▶ PREMIUM PACKAGE

**\$60/pp for (2) hours of service**

Grey Goose Vodka  
Probitas Rum  
Hendricks Gin  
Tequila Ocho Plata  
Illegal Joven Mezcal  
Woodford Reserve  
Johnnie Walker Black

**add-on:** premium punch, select beer

### ▶ WINE

**priced per bottle**

Rotating beer & wine list  
Hosts choice of by request  
Any changes in availability or distribution will be replaced with the same or similar varietals.

### ▶ SPECIALTY COCKTAILS

**host selection of two, \$16 per drink** \*available as welcome cocktail (one per guest)

**VOODOO DADDY** tequila, ginger liqueur, creme de cassis, lime, sparkling

**THE BIRDCAGE** rum, aperol, pineapple, lime

**OUR OLD FASHIONED** bourbon, seasonal demerara syrup, bitters

**SPRINGTIME ON SOUTH STREET** gin, ramazzotti rosato, blanc vermouth

**LAVENDER HAZE** gin, lavender, lemon, cava

**GUAVA'S CALLIN'** vodka, guava nectar, lemon, cava

- Cocktails are all subject to change based on product availability.
- Welcome cocktail package must be confirmed a full week in advance of the event.\*

### ▶ ZERO-PROOF PACKAGE

**\$10 per person**

two mocktails from the a la carte menu  
batch brew  
hot/iced tea  
lemonade  
soft drinks



## COMMONLY ASKED QUESTIONS

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### **Q: DO YOU HAVE A PRIVATE DINING ROOM?**

Our restaurant layout is open concept with different spaces available for reservation. Both outdoor spaces are not open to the public and considered private when booked for group dining.

### **Q: HOW DOES THE BAR WORK? SPECIFY BEER, WINE, AND BYOB POLICIES.**

The beverage packages available typically include spirits, wine, and beer with the option to add on limited cocktails. Guests would order within this package; all drinks ordered for the duration of the event will be charged to the host's tab. The specific package offerings are pre-selected by the host and can be limited or capped at a chosen dollar amount after the food and beverage minimums have been reached.

\*Satellite bars are required for events booked in our Backyard Patio and for groups larger than 40 guests.

### **Q: WHERE CAN I FIND THE MENU OPTIONS?**

Please submit an inquiry under our events tab on our website: [www.themonroeorlando.com](http://www.themonroeorlando.com). We will respond to your request within 48 hours of submission with more information regarding group dining.

### **Q: CAN MY GUESTS PAY THEIR OWN WAY FOR FOOD AND DRINKS?**

For larger reservations with 14-20 guests, we require billing on one check that can be split up to three ways. For contracted events, we do not allow billing on separate checks for food and beverage unless the minimum spend for the space reserved has already been met (restrictions apply).

### **Q: ARE OPTIONS AVAILABLE FOR MY GUESTS WITH ALLERGIES OR DIETARY RESTRICTIONS/PREFERENCES?**

We are more than happy to accommodate any dietary restrictions/preferences. We ask that this is provided when the Banquet Event Order is being finalized or at least three days prior to the event.

### **Q: IS A FULL BAR OR CASH BAR AN OPTION?**

To ensure excellent service and efficiency, we do not offer full bar or cash bar for contracted events unless the restaurant is reserved for a full buyout (restrictions apply).

### **Q: DO YOU OFFER CUSTOM MENUS?**

Currently, we do not offer custom menus, but we are happy to personalize our menus or print menus provided prior to the event date. We are also able to add a logo or menu title for you by request.

### **Q: WHO IS RESPONSIBLE FOR DECORATION SETUP AND BREAKDOWN?**

Our staff will take care of moving furniture as necessary before and after the event. Any items brought in for decor (easel signs, balloon arches, free standing banners, etc.) are the responsibility of the host of the event. Decor requiring fasteners or adhesives are not permitted.

### **Q: DO YOU PROVIDE DECORATIONS, LINENS, TABLESCAPES OR ALTERNATIVE FURNITURE?**

We always decorate our appetizer or buffet stations in-house. Tablescapes are available for a service charge included in the minimum spend. Alternative furniture availability depends on the event space reserved and furniture requested.



## COMMONLY ASKED QUESTIONS

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### **Q: DO YOU PROVIDE FLORAL ARRANGEMENTS?**

For seated events, we offer simple yet elegant small floral arrangements for each table for a small service charge included in the minimum spend. For more extravagant centerpiece arrangements, please see our preferred vendors list for local florists.

### **Q: HOW MUCH TIME IS PROVIDED FOR EVENT SETUP?**

We allocate two hours for setup before every event. The host is responsible for scheduling vendors and sharing contact information between the event manager and contracted vendors. If more time is needed, please contact our event manager directly.

### **Q: ARE WE ABLE TO HAVE ANYTHING DELIVERED OR DROPPED OFF BEFORE THE EVENT?**

Absolutely! Please let our event manager know ahead of time and they will provide a point of contact to ask for upon arrival.

### **Q: DO YOU HAVE GAMES AVAILABLE?**

Our Front Porch includes a foosball table and cornhole available as per request. The High Tops and Lounge includes a shuffleboard table unless it is converted and utilized as a food station.

### **Q: WHAT IS THE PARKING SITUATION LIKE?**

City street parking is available through the Park Mobile app. This requires payment before 6PM Tuesday through Saturday and is free on Sundays. After downloading the application, there will be a prompt for the lot code and license plate number of the vehicle. The Union West Garage is also available for paid parking ranging from \$3 - \$19 depending on time allotted.

### **Q: DO YOU OFFER VALET PARKING?**

Pre-paid parking spots and valet parking for the Union West Garage can be provided by Platinum Parking. Please request their contact information from our event manager.

### **Q: WHERE SHOULD VENDORS LOAD AND UNLOAD?**

There are 30-minute free parking spots located on Amelia Street to the left of our restaurant that can be utilized for vendors loading/unloading.

### **Q: WHEN DO I NEED TO PROVIDE A FINAL HEADCOUNT, SEATING CHART, AND MENUS?**

Menus are to be finalized 14 days before the event specified on an electronically-signed Banquet Event Order. Seating charts and final headcounts are to be provided 7 days prior to the event - if revised pricing is necessary, a new contract will be sent through our event portal. Contracts are required to be finalized 7 days prior to the event.

### **Q: DO YOU OFFER FOOD & BEVERAGE TASTINGS?**

Weddings, restaurant buyouts, and high-end events, have the option to request a tasting if their menu is custom. This requires a 30-day advanced notice and is priced per person. Tastings are not available throughout the holiday season (Mid-November - Mid January).