



# PRIVATE EVENT INFORMATION



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## ABOUT

Situated in picturesque Loudoun County, Clyde's Willow Creek Farm combines four historic, original antique buildings, each connected and restored to represent the classic American Inn.

The history of the design goes back to the early 1980s when Clyde's purchased a series of antique heavy timber structures that had been destined for the wrecking ball. These structures were photographed, labeled, disassembled, preserved, and stored for later restoration with no clear understanding of where or when they would be employed. When the opportunity for a new restaurant at Broadlands arose, this became the perfect venue to combine these historic pieces in creating what will become a truly unique restaurant for Northern Virginia.

The eye will delight in the outrageous collection of art found at Clyde's Willow Creek Farm—the antique carriages from the late nineteenth century hanging from the ceiling of the Carriage Bar; the life-sized horse, made in France and once the mascot of the famous 21 Club in New York City, pulling an antique carriage; the complete collection of “Audubon's Fifty Best” from the Original Havell Engravings of John James Audubon's Birds of America featured in the front dining room and adjacent bar; and the two beautiful sleighs poised outside the entrance, restored to their original splendor. Murals by Wiggins & Paulsen cover the walls of the long interior hallway and the small Samuel French Tavern dining room, and several of their paintings are found at the entrance

## OUR FOOD

The best food starts with the best ingredients. Now widely embraced, most gave this simple idea little thought until recently. At Clyde's Restaurant Group, however, this view has always informed how we create our menus. We embraced a farm-to-table approach before the term was coined. Decades ago, we chose to source ingredients locally, establishing relationships with farmers who grew the best fruits and vegetables around. Working directly with nearby farms gave our chefs the freshest ingredients to create the most flavorful dishes, while also supporting the local economy.

At Clyde's, we call this seasonal, sustainable food philosophy our “Commitment to Better,” and it informs everything we do. In addition to local, farm-grown produce, our restaurants showcase the freshest seafood from nearby waters, supporting fishers along the East Coast, including the neighboring Chesapeake Bay. And we proudly serve humanely raised beef and chicken that's free of hormones or antibiotics.

Simply put, we believe great dining begins with fresh ingredients, friendly people, and an unforgettable atmosphere. Our Banquet Chef and Event Team are here to help you create a meaningful, memorable experience.

## EVENTS TEAM

To learn more about hosting a private event at Clyde's Willow Creek Farm, please contact our team:

Phone: 571.209.1200 | Email: [wcfevents@clydes.com](mailto:wcfevents@clydes.com)

Tara Morris — Event Sales Manager

Blaine Woodward — Private Events Manager

Bradley Robinson — Events Coordinator



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# EVENT SPACES

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*at a glance*







# WEEKEND BRUNCH

For parties of 25 or more  
 Available Saturday & Sunday until 4 pm  
 Served with coffee, tea, soft drinks, or iced tea

## BUFFET \$48 PER PERSON

- Fresh Fruit
- Brunch Potatoes
- Coffee Cake
- Bacon and Pork or Turkey Sausage

Select three:

- Scrambled Eggs
- Vegetable Frittata
- Smoked Salmon Platter  
*Bagels & cream cheese, capers, red onions, chopped egg, cream cheese*
- Eggs Benedict  
*Traditional, Florentine (+\$5.50), Chesapeake (+\$5.50)*
- Breakfast Burrito  
*Scrambled eggs, chorizo, black beans, cheddar, ranchero sauce, sour cream, scallions*
- French Toast
- Pan-Seared Salmon  
*Lemon-caper butter*
- Shrimp & Grits with Andouille sausage
- Crab Cakes (+\$14)  
*Tartar sauce, lemon*

## ELEVATE YOUR EXPERIENCE

- Yogurt Parfait .....\$5.50/per person
- Assorted Bagels and Cream Cheese .... \$6.00/per person
- Additional Bacon, Pork or Turkey Sausage..... \$6.00/per person
- Raw Oysters ..... \$4.00/ea (minimum one dozen)
- Oysters Rockefeller ..... \$5.00/ea (minimum one dozen)
- Shrimp Cocktail ..... \$4.75/ea (minimum one dozen)

## OMELET STATION

Omelet \$14 per person + \$150 per attendant  
 (1 attendant per 35 guests)

- Mushrooms, tomatoes, cheese, bacon, ham, peppers, onions
- Add crab (\$8 per guest) or shrimp (\$4 per guest)



# PASSED HORS D'OEUVRES

**COCKTAIL HOUR**  
*(must be accompanied by a full menu)*  
 Choose 5: \$24 per guest  
 Choose 8: \$38 per guest

**COCKTAIL RECEPTION (2 Hour Service):**  
 Choose 5: \$45 per guest  
 Choose 8: \$65 per guest  
 Choose 10: \$81 per guest

## PASSED HORS D'OEUVRES

- Mini Crab Cakes  
*Herb aioli*
- Scallop with Bacon <sup>Ⓞ</sup>  
*Dijon maple glaze*
- Filet Steak Bites <sup>Ⓞ</sup>  
*Horseradish aioli*
- Peperonata & Goat Cheese  
*Crostini*
- Mini Meatballs  
*Marinara, Pecorino Romano*
- Vegetable Spring Rolls  
*Sweet chili sauce*
- Arancini  
*Marinara*
- Crispy Chicken Bites  
*Honey Sriracha*
- Grilled Ham and Cheese  
*Pimento cheese*
- Coconut Shrimp  
*Sweet chili sauce*
- Mac & Cheese Bites <sup>🌿</sup>  
*Hot pepper mayo*
- Potato & Kale Croquettes <sup>🌿</sup>  
*Herb aioli*
- Sesame Crusted Tuna  
*Spicy Ponzu aioli*
- Smoked Salmon & Cucumber <sup>Ⓞ</sup>  
*Whipped dill cream cheese*
- Cheeseburger Sliders  
*American cheese, pickles, ketchup*
- Hummus & Cucumber <sup>Ⓞ</sup> <sup>🌿</sup>  
*Smoked paprika*
- Baby Lamb Chops <sup>Ⓞ</sup>  
*Rosemary Salt*  
*(+\$2.50 per person)*

<sup>🌿</sup> Vegetarian <sup>Ⓞ</sup> Gluten Friendly





# DISPLAYED BOARDS & PLATTERS

One platter serves up to 25 guests

<p>Farmhouse Cheese Board ..... \$255  <i>Artisanal cheese, grapes, crackers, bread</i></p> <p>Charcuterie Board..... \$255  <i>Assorted cured meats, pickled vegetables, olives, bread, whole grain mustard</i></p> <p>Farmhouse Cheese &amp; Charcuterie Board ..... \$285  <i>Artisanal cheese, assorted cured meats, pickled vegetables, grapes, olives, whole grain mustard, crackers, bread</i></p> <p>Sliders</p> <ul style="list-style-type: none"> <li>• Cheeseburger ..... \$195</li> <li>• Fried oysters ..... \$210</li> <li>• Crab cake ..... \$270</li> </ul>	<p>Mini Crab Cake Platter ..... \$260  <i>Tartar sauce, lemon</i></p> <p>Meatballs ..... \$185  <i>Beef, veal &amp; pork</i></p> <p>Chicken Wings or Chicken Bites  <i>Buffalo or honey mustard</i>  <i>Dipping sauces: choice of blue cheese or ranch</i></p> <p>Wings ..... \$195</p> <p>Bites ..... \$185</p>
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# DISPLAYED PLATTERS

## DIPS & SPREADS

*Priced per 25 guests*

### HOT ITEMS

- Crab & Artichoke Dip.....\$215  
*Baguette*
- Spinach & Artichoke Dip..... \$180  
*Baguette*

### COLD ITEMS

- Hummus & Crudité .....\$165  
*Pita bread, peppers, carrots, cucumber*

## RAW BAR

*Priced per piece, minimum of one dozen*

- Raw Oysters .....\$4.00 ea
- Oysters Rockefeller .....\$5.00 ea
- Shrimp Cocktail ..... \$4.75 ea
- Little Neck Clams..... \$1.59 ea
- Classic Seafood Platter ..... \$150  
*24 oysters, 12 shrimp*
- Signature Seafood Platter .....\$175  
*24 oysters, 12 shrimp, jumbo lump crab salad*





# FOOD STATIONS

For a minimum of 25 guests

Taco Bar ..... \$25/per person  
*Chicken tinga, pork carnitas, salsa verde, pico de gallo, cotija cheese, lettuce, diced red onions, pickled red onions, flour tortillas, corn chips*

Mediterranean ..... \$27/per person  
*Grilled chicken breast, roasted vegetables, falafel, pita, hummus, whipped feta, tabouleh salad*

Italian ..... \$28/per person  
*Rigatoni bolognese, vegetarian pasta, house salad, mozzarella salad, seasonal accompaniments, garlic bread*

Southern ..... \$30/per person  
*Shrimp & grits, BBQ pulled pork chilled green bean salad with lemon-basil vinaigrette, cole slaw, potato rolls*

Slider Station ..... \$28/per person  
*Choose two: crispy chicken, cheeseburger, falafel slider  
 Choice of: tater tots or potato chips, & potato salad or cole slaw*

## CARVING STATIONS

\$150 fee per attendant per 50 guests

Beef Tenderloin Carving..... \$52/per person  
*Whipped potatoes, horseradish sauce, soft rolls*

Roasted Turkey Breast Carving ..... \$36/per person  
*Whipped potatoes, garlic butter green beans, cranberry aioli, soft rolls*

## DESSERTS

Priced per 25 guests

House-made Cookies & Brownie Bites ..... \$158  
 House-made Cheesecake & Brownie Bites ..... \$175

Assorted Petite Pastries  
 2 per guest ..... \$215  
 3 per guest ..... \$255

# TWO-COURSE PLATED LUNCH

Please select one first course and two entrees.  
Soft drinks, iced tea, coffee, and hot tea are included.  
For groups larger than 50, individual entree selections must be provided 10 days in advance.  
The host is responsible for providing place cards that indicate what each guest ordered.  
Dessert may be added for an additional fee.

## FIRST COURSE

Select one:

Caesar Salad | Mixed Greens Salad | Market Salad | Soup du Jour

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## SECOND COURSE

Select two:

### CHICKEN & BEEF

**Half Chicken...\$45**  
*whipped Yukon gold potatoes,  
asparagus, chicken jus*

**Filet Mignon...\$65**  
*8-oz beef tenderloin, whipped Yukon  
potatoes, broccolini, bordelaise sauce*

### PASTA & VEGETARIAN

**Pasta Bolognese...\$38**  
**Falafel Bowl...\$35**

### SEAFOOD

**Faroe Island Salmon...\$42**  
*Carolina gold rice, green beans,  
lemon-caper beurre blanc*

**Market Catch, Seasonal Fish...\$45**  
*Carolina gold rice, green beans,  
lemon-caper beurre blanc*

**Jumbo Lump Crab Cake...\$45**  
*garlic-herb red bliss potatoes, green beans,  
tartar sauce, lemon*

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## DESSERT

Add for \$12

**Chocolate Brownie Sundae**  
*Vanilla ice cream, caramel sauce, whipped  
cream*

**Flourless Chocolate Cake**  
*Raspberry sauce  
(gluten-free, nut-free)*

**Cheesecake**

**Salted Caramel Bread Pudding**  
*Vanilla ice cream*

**Crème Brûlée**

**Key Lime Pie**  
*Raspberry sauce, whipped cream*

**Sorbet or Ice Cream**

Each entree is also available in an ever-changing Chef's preparation featuring the freshest market ingredients, please speak with your event manager to learn more about the current offering.



# THREE-COURSE PLATED DINNER

Please select one first course and two entrees or one duet entree, and one dessert.

Soft drinks, iced tea, coffee, and hot tea are included.

For groups larger than 50, individual entree selections must be provided 10 days in advance.

The host is responsible for providing place cards that indicate what each guest ordered.

## STARTER COURSE—RAW BAR ENHANCEMENTS

*Optional*

Raw Oysters | 3 oysters...\$12

Jumbo Shrimp Cocktail | 3 shrimp...\$14

## FIRST COURSE

*Select one:*

Caesar Salad | Mixed Greens Salad | Market Salad | Soup Du Jour

## SECOND COURSE

*Select two main entrees or one duet:*

### CHICKEN & BEEF

**Half Chicken...\$57**  
*whipped Yukon gold potatoes,  
asparagus, chicken jus*

**Filet Mignon...\$75**  
*8-oz beef tenderloin, whipped Yukon  
potatoes, broccolini, bordelaise sauce*

### PASTA & VEGETARIAN

Pasta Bolognese...\$50

Falafel Bowl...\$45

### SEAFOOD

**Faroe Island Salmon...\$55**  
*Carolina gold rice, green beans,  
lemon-caper beurre blanc*

**Market Catch, Seasonal Fish...\$58**  
*Carolina gold rice, green beans,  
lemon-caper beurre blanc*

**Jumbo Lump Crab Cakes...\$74**  
*garlic-herb red bliss potatoes, green beans,  
tartar sauce, lemon*

## DUETS

*Select one for the entire group*

**Jumbo Lump Crab Cake & Filet Mignon...\$82**  
*4oz filet & one crab cake, garlic-herb red bliss potatoes, green beans,  
bordelaise, lemon beurre blanc*

## DESSERT

**Chocolate Brownie Sundae**  
*Vanilla ice cream, caramel sauce,  
whipped cream*

**Flourless Chocolate Cake**  
*Raspberry sauce  
(gluten-free, nut-free)*

**Cheesecake**

**Salted Caramel Bread Pudding**  
*Vanilla ice cream*

**Crème Brûlée**

**Key Lime Pie**  
*Raspberry sauce, whipped cream*

**Sorbet or Ice Cream**

Each entree is also available in an ever-changing Chef's preparation featuring the freshest market ingredients, please speak with your event manager to learn more about the current offering.

# BUFFET

For parties of 25 or more

Includes three courses, soft drinks, iced tea, coffee, and hot tea

Lunch: includes one salad, two entrees (or one entree & one pasta), two sides, and assortment of petite pastries...\$50

Dinner: includes two salads, two entrees & one pasta, two sides, and assortment of petite pastries...\$72

## FIRST COURSE

Caesar Salad

Mixed Greens Salad

Market Salad

## ENTRÉE

### Market Catch

*Seasonal Fish with Chef's preparation*

### Chicken

*Crispy Roasted Chicken,  
Chicken Marsala, Chicken Piccata,  
or Chicken Parmesan*

### Long Island Steak +\$10

*Bordelaise or Béarnaise*

### Salmon

*Lemon-Caper Beurre Blanc or Chimichurri*

### Petite Filet Medallions +\$14

*Bordelaise or Béarnaise*

### Jumbo Lump Crab Cakes +\$16

*Tartar sauce, lemon*

## PASTAS

### Penne alla Norma 🍴

**Rigatoni with Butter-Roasted Tomato Sauce 🍴**

### Chicken Fusilli

*Shiitake-cremini mushroom sauté, Marsala cream,  
parsley, Pecorino Romano*

### Shrimp Orecchiette

*Cherry tomatoes, basil, garlic, chili flakes,  
white wine-lemon butter*

### Rigatoni Bolognese

*Pork and beef ragu, with grana Padano*

## SIDES

Whipped Potatoes

Parmesan-Garlic Roasted

Fingerling Potatoes

Ancient Grains

Herb Butter Green Beans

Olive Oil & Lemon Broccolini

Polenta

Pan-Roasted Brussels Sprouts  
with sherry, vinegar, thyme,  
lemon zest

Glazed Baby Carrots

Cauliflower Gratin

Grilled Zucchini & Squash with  
Scallion "Dressing"





# BAR & BEVERAGE

*Please select a beverage option to complement your event.*

*Option 1: Select a package featured on this page for unlimited consumption.*

*Option 2: Select an option from page 14 to be charged on consumption.*

## STANDARD BAR

*2 hour minimum*

*Two hours, \$46 per guest*

*Additional hours, \$18 per guest, per hour*

- Stoli Vodka
- Beefeater Gin
- Jose Cuervo 'Tradicional' Tequila
- El Dorado 3-Year Rum
- Four Roses Bourbon
- Sagamore Rye Whiskey
- Pierre Ferrand '1840' Cognac
- X by Glenmorangie Scotch
- Clyde's Label Chardonnay and Cabernet Sauvignon
- A selection of bottled beers including Miller Lite, Blue Moon, a rotating selection of local beers
- Non-alcoholic beverages

## PREMIUM BAR

*2 hour minimum*

*Two hours, \$58 per guest*

*Additional hours, \$23 per guest, per hour*

- Tito's Vodka
- Hendrick's Gin
- Casamigos Blanco Tequila
- El Dorado 3-Year Rum
- Captain Morgan Spiced Rum
- Woodford Reserve Bourbon
- Sagamore Rye Whiskey
- Glenlivet 12 year Scotch
- A selection of house wines including Prosecco, Pinot Grigio, Sauvignon Blanc, and Malbec
- A selection of bottled beers including Miller Lite, Blue Moon, a rotating selection of local beers
- Non-alcoholic beverages

## BEER & WINE

*2-hour minimum*

*Two Hours, \$40 per guest*

*Additional hours, \$12 per guest, per hour*

Rotating selection of bottled beers, house wines, and non-alcoholic beverages

## BRUNCH DRINKS

Bloody Marys & Mimosas

*\$34 per guest for 2 hours*

*\$10 per guest for each additional hour*

*Open bar packages are for the entirety of the event and must be confirmed in advance on the Banquet Event Order.*

*Shots are not permitted at events.*



# BAR & BEVERAGE

Additional Beverage Package options:

## HOST BAR

Beverages will be billed to the host based upon consumption.

Please select premium, standard, or beer & wine only.

## NON-ALCOHOLIC

\$9 per guest for up to 3 hours

Coke, Diet Coke, Sprite, Q Club Soda and Tonic, juices, iced tea, hot tea, and coffee

## BEVERAGE ENHANCEMENTS

### PROSECCO TOAST

\$9 per guest

Inquire for full selection of sparkling wines available. Billed upon consumption

### TABLESIDE WINE SERVICE

\$12.50 per person when added to a beverage package

### SPECIALTY COCKTAILS

Feature one of our seasonal specialty cocktails. Inquire for current selection. Billed upon consumption.

### ZERO-PROOF COCKTAILS

Non-alcoholic specialty beverages can be featured and billed upon consumption. Offerings change seasonally, pricing ranges from \$9-14.





# FOX & HOUNDS

**ROOM CAPACITY:  
28 SEATED GUESTS  
30 STANDING GUESTS**

Located on the second floor, not ADA accessible

*For events with over 20 guests, buffets are not available in the Fox & Hounds*

## DAYTIME EVENTS

\$1,000–\$1,500  
Food & Beverage Minimum

\$250  
Room Fee

## EVENING EVENTS

\$1,500–\$3,000  
Food & Beverage Minimum

\$350  
Room Fee

*Pricing may vary based on event date.*



# THE SANCTUARY

**ROOM CAPACITY:  
20 SEATED GUESTS  
30 STANDING GUESTS**

Located on the second floor, not ADA accessible

## DAYTIME EVENTS

\$1,000  
Food & Beverage Minimum

\$150  
Room Fee

## EVENING EVENTS

\$1,000-\$2,000  
Food & Beverage Minimum

\$275  
Room Fee

*Pricing may vary based on event date.*





# AUDUBON BAR & WEST

**ROOM CAPACITY:  
66 SEATED GUESTS  
75 STANDING GUESTS**

DAYTIME EVENTS		EVENING EVENTS	
<b>MONDAY–FRIDAY</b>	<b>SATURDAY &amp; SUNDAY</b>	<b>SUNDAY–THURSDAY</b>	<b>FRIDAY &amp; SATURDAY</b>
\$1,250–\$3,500 Food & Beverage Minimum	\$1,500–\$4,000 Food & Beverage Minimum	\$2,000–\$5,000 Food & Beverage Minimum	\$2,000–\$5,000 Food & Beverage Minimum
\$250 Room Fee	\$450 Room Fee	\$450 Room Fee	\$650 Room Fee

*Pricing may vary based on event date.*



# ROXBURY MAIN OR ROXBURY ELL

**ROOM CAPACITY:  
66 SEATED GUESTS  
75 STANDING GUESTS**

DAYTIME EVENTS		EVENING EVENTS	
<b>MONDAY–FRIDAY</b>	<b>SATURDAY &amp; SUNDAY</b>	<b>SUNDAY–THURSDAY</b>	<b>FRIDAY &amp; SATURDAY</b>
\$1,250 Food & Beverage Minimum	\$1,500–\$2,500 Food & Beverage Minimum	\$2,000–\$4,000 Food & Beverage Minimum	\$4,000–\$6,500 Food & Beverage Minimum
\$250 Room Fee	\$250 Room Fee	\$350 Room Fee	\$500 Room Fee

*Pricing may vary based on event date.*





# CHANDLER BARN

**ROOM CAPACITY:**  
**160 SEATED GUESTS (WITH NO A/V OR DANCE FLOOR)**  
**120 SEATED GUESTS WITH A/V AND/OR DANCE FLOOR**  
**225-250 GUESTS FOR COCKTAIL RECEPTIONS**

DAYTIME EVENTS		EVENING EVENTS	
<b>MONDAY–FRIDAY</b>	<b>SATURDAY &amp; SUNDAY</b>	<b>SUNDAY–THURSDAY</b>	<b>FRIDAY &amp; SATURDAY</b>
\$3,000–\$5,000 Food & Beverage Minimum	\$4,500–\$8,000 Food & Beverage Minimum	\$7,000–\$12,000 Food & Beverage Minimum	\$10,000–\$18,000 Food & Beverage Minimum
\$1,000 Room Fee	\$2,000 Room Fee	\$2,000 Room Fee	\$2,500 Room Fee

*Pricing may vary based on event date.*



Photo by Sarah Mattozzi Photography

# RICHMOND TERRACE

WEATHER PERMITTING

**CAPACITY:**  
**130 GUESTS SEATED**  
**175 GUESTS FOR STANDING RECEPTIONS**

DAYTIME EVENTS		EVENING EVENTS	
<b>MONDAY–FRIDAY</b>	<b>SATURDAY &amp; SUNDAY</b>	<b>SUNDAY–THURSDAY</b>	<b>FRIDAY &amp; SATURDAY</b>
\$3,000–\$5,000 Food & Beverage Minimum	\$4,500–\$8,000 Food & Beverage Minimum	\$7,000–\$12,000 Food & Beverage Minimum	\$10,000–\$18,000 Food & Beverage Minimum
\$1,000 Room Fee	\$2,000 Room Fee	\$2,000 Room Fee	\$2,500 Room Fee

*Pricing may vary based on event date.*





# RICHMOND HOUSE

**CAPACITY:**  
**30 GUESTS FOR STANDING RECEPTIONS**

## MONDAY–FRIDAY

\$1,500  
Food & Beverage Minimum

\$250  
Room Fee

## SATURDAY & SUNDAY

\$2,500  
Food & Beverage Minimum

\$500  
Room Fee

*Pricing may vary based on event date.*





# OUTDOOR PAVILION

**CAPACITY:**  
**120 GUESTS SEATED**  
**170 GUESTS FOR STANDING RECEPTIONS**

Food and Beverage Minimum: \$7,500–\$12,000

Room Fee: \$1,000

*Pricing may vary based on event date.*

# EVENT DETAILS

## GRATUITY, TAX & SERVICE

- Gratuity percentage is at the sole discretion of the guest and is paid directly to the event staff. Gratuity percentage may either be predetermined or added to the final bill the day of the event. If gratuity is not predetermined, credit card must be presented for payment on day of event.
- All food & beverage items, and room/venue fees are subject to a 6% Virginia State Sales Tax.
- All food & beverage items are subject to a 4% administrative fee (this fee covers the direct costs of planning your event).
- Food & Beverage Minimums do not include Virginia State Sales Tax, gratuity, or additional fees.
- A valid Virginia Tax Exempt Certificate is required for tax exemption, along with proof that payment is issued by the tax exempt organization.

## DEPOSITS, PAYMENT & CANCELLATIONS

- A deposit equal to 50% of the food and beverage minimum is due at the time of booking. Deposits are non-refundable and nontransferable. Events are not confirmed until the signed contract and deposit are received.
- Payment is due in full three days prior to the event. Any requested deposits will be credited towards the total cost of your event. Billing/Invoicing is not available.
- Cancellation of any event is subject to a cancellation fee as outlined in your contract.
- Force Majeure clause included in your contract

## GUARANTEED GUEST COUNT

- A final guest count is due by noon, three business days prior to the event date and is not subject to reduction.
- If no guaranteed guest count is provided by the host, the most recently submitted count will serve as the guaranteed guest count.

## SPECIAL SERVICES

- Should you desire entertainment, photography, florals, or other specialty services, your Event Manager would be delighted to assist with referrals and recommendations of our vendor partners.

## SPACE RESERVATION & TIMELINE

- All spaces are priced for an event up to 3 hours of service. If you wish to increase the length of time for your event, please contact your event manager for pricing information.
- The guest is guaranteed access to the space at least 30 minutes prior to the event for set up.
- The guest will confirm any set up requests and timeline for the event in advance with the Event Manager to facilitate a successful event.
- For outdoor events, please discuss inclement weather options with your Event Manager

## MENU SELECTION

- Final food and beverage selections are due two weeks in advance. Your events specialist will contact you at least three weeks prior to your event date to guide you through the menu selection process and finalize details for your event unless confirmed in advance.
- For Plated Meals with more than one entree selection:
  - For groups of 50 or more, we require exact entree counts one week prior to the event date. The host is responsible for providing place cards that indicate individual entree selection for each guest.
  - For groups of less than 50 Guests, if entree selections and place cards are not provided in advance, orders will be taken tableside on the day of the event. Please note that table side orders may elongate the overall dining time.
- A Bar & Beverage package is required for the full length of the event and will be confirmed in advance on your Banquet Event Order.
- Food pricing is subject to change until menu selections are confirmed.
- Outside dessert fee is \$3 per guest. If substituted for dessert course, fee does not apply.
- Food Allergies and Dietary Restrictions – We pride ourselves on accommodating guests with food allergies and dietary restrictions. Please discuss any food allergies and/or dietary restrictions with your event manager.
- Food or beverage may not be brought on or off premise without written permission of the event department.