



## PRIVATE EVENTS

Thank you for considering Victoria Gastro Pub for your upcoming event. We look forward to making it a memorable one. Our goal, as always, is to provide our guests with a consistently great dining experience. We are committed to fresh, creative dishes and will maintain our highest standards of quality food regardless of the size of your party.

## OUR ROOMS

We have three semi-private rooms to choose from, each offering a different ambiance and unique features. Rooms can be combined to accommodate additional guests. Note that a food and beverage minimum is required to guarantee the closure of any of our rooms (minimums are detailed on next page).

### OXFORD CIRCUS

30 sit-down

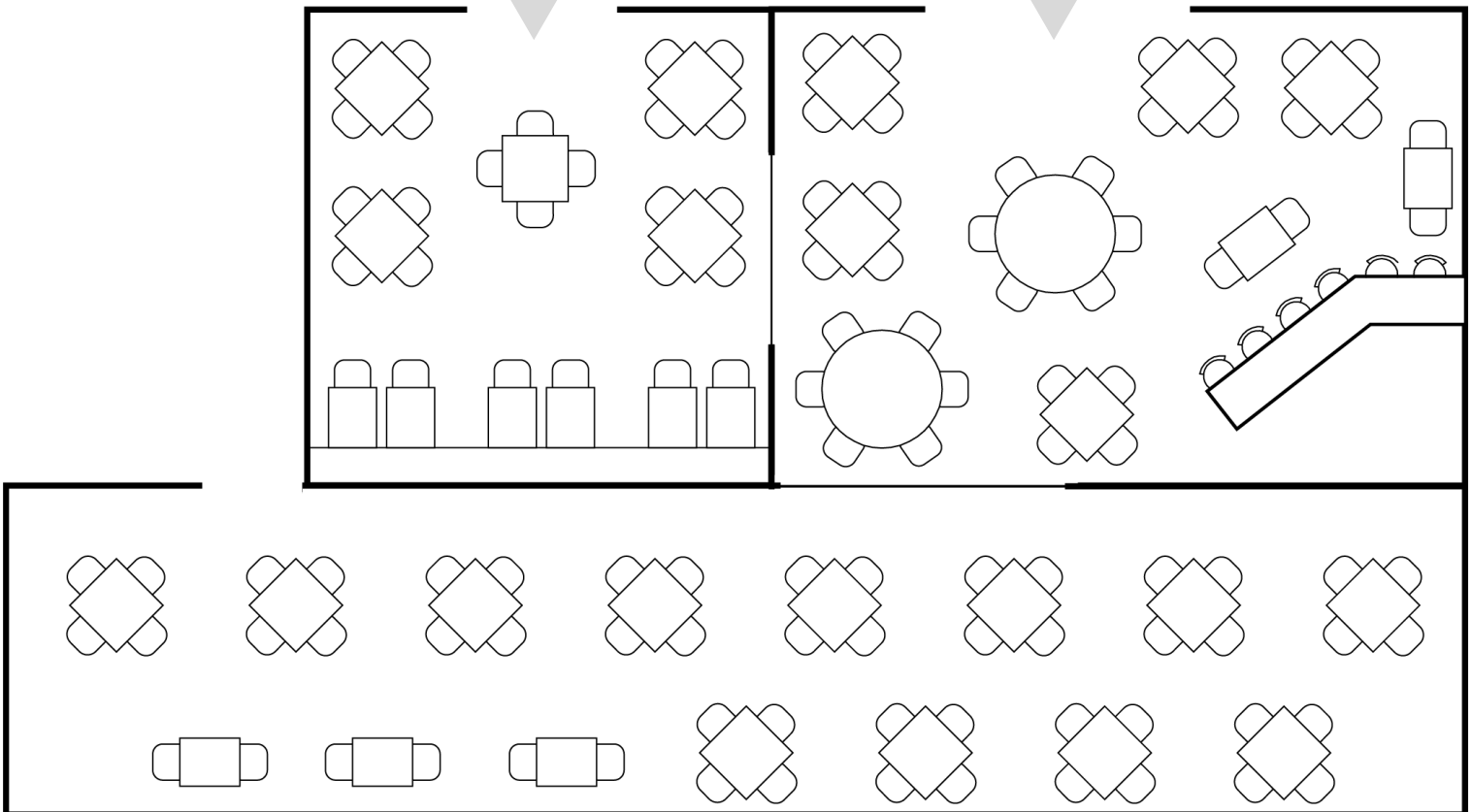
40 cocktail

### SEVEN SISTERS

40 sit-down

50 cocktail

*Equipped with a projector/screen and a small corner bar for bottle service.*



### HIGHBURY TERRACE

50 sit-down

60 cocktail

*Can be open-air during warmer weather or completely enclosed/heated for colder weather.*

## COMBINING ROOMS

Seven Sisters and Oxford Circus can be combined to seat up to 75 guests for a seated dinner. Seven Sisters and the Highbury Terrace can combine to fit up to 100 guests, or you may combine all 3 rooms to have up to 150 guests. Cocktail-style events for combined rooms can accommodate slightly more than seated dinners.

## ROOM FEES

A food and beverage minimum is required to guarantee the closure of any rooms. Those minimums are listed below:

### REQUIRED ROOM MINIMUMS

<b>OXFORD CIRCUS</b> 30 sit-down 40 cocktail	Monday - Friday Lunch	11am - 4pm	\$400
	Saturday & Sunday Lunch	10am - 4pm*	\$600
	Sunday & Monday Dinner	5pm- 10pm	\$750
	Tuesday – Thursday Dinner	5pm- 10pm	\$900
	Friday - Saturday Dinner	5pm- 11pm	\$2,400
<b>SEVEN SISTERS</b> 40 sit-down 50 cocktail	Monday - Friday Lunch	11am - 4pm	\$500
	Saturday & Sunday Lunch	10am - 4pm*	\$800
	Sunday & Monday Dinner	5pm- 10pm	\$900
	Tuesday - Thursday Dinner	5pm- 10pm	\$1,200
	Friday - Saturday Dinner	5pm- 11pm	\$2,800
<b>HIGHBURY TERRACE</b> 50 sit-down 60 cocktail	Monday - Friday Lunch	11am - 4pm	\$500
	Saturday & Sunday Lunch	10am - 4pm*	\$800
	Sunday & Monday Dinner	5pm- 10pm	\$900
	Tuesday - Thursday Dinner	5pm- 10pm	\$1,200
	Friday - Saturday Dinner	5pm- 11pm	\$2,800

*Note: If your group requires 1, 2 or all 3 rooms, you must meet the total minimum for each room combined. Please note that there are 2 time slots listed (Lunch & Dinner). We cannot accommodate private events on any major holidays.*

**\*Note: For Events on Saturday & Sunday during Lunch, the Private Events Menu is the only available Menu that can be served.**

*The food and beverage minimums are all pre-tax (6% food / 9% alcohol) and non-negotiable.*

## EVENT PLANNING SERVICES

Should your event be a wedding, reception, or similar event that will require extraordinary planning and coordination on the part of Victoria Gastro Pub, we reserve the right to charge a Planning Fee.

## DECEMBER BOOKINGS

Due to the increase of customer traffic over the holidays, our room minimums increase during the month of December. The required food and beverage minimums for December are as follows (minimums are non-negotiable):

<b>OXFORD CIRCUS</b>	<b>SEVEN SISTERS ROOM &amp; HIGHBURY TERRACE</b>
\$750 Lunch Mon – Friday (11am-4pm)	\$900 Lunch Mon – Friday (11am-4pm)
\$900 Lunch Saturday & Sunday (10am – 4pm)*	\$1,050 Lunch Saturday & Sunday (10am – 4pm)*
\$1,250 Dinner Sunday – Wednesday (5-10 pm)	\$1,750 Dinner Sunday – Wednesday (5-10 pm)
\$2,400 Dinner Thursday – Saturday (5-11 pm)	\$2,800 Dinner Thursday – Saturday (5-11 pm)

## FOOD PACKAGES

Our food packages feature selections from both our regular a la carte menu and specialty items that have been created specifically for our private events (menus available upon request). Because our regular a la carte menu can change seasonally, selections should be made no sooner than three weeks prior to your event. All Menu options are given directly to the Event Manager. Please keep in mind that ALL temperature required dishes must be the same. Please notify your Event Manager of any allergies or dietary restrictions that need to be accommodated. The Menu selections chosen by the host will be ordered by the guests the date of the event.

There may be no modifications or substitutions to dishes listed on the menu. If you wish to make changes that deviate from the original signed contract, it must be initialed by the guest for approval & confirmation.

The number of items you may select is based on the size of your group.

### **Stationed Hors d'oeuvres**

Optional; Host may select as many as needed

### **First Course**

Optional; Host may select 1

### **Entree and Sandwich Course**

Parties of 15-30 choose from 4 total selections

Parties of 31-49 choose from 3 total selections

Parties of 50+ choose from 2 total selections

### **Dessert Course**

Optional

Parties of 15-30 choose no more than 3 menu items

Parties of 31-49 choose no more than 2 menu items

Parties of 50+ choose no more than 1 menu items

*All menus are available upon request.*

*\*if looking for more than 50 person sit down event, please ask your Events Manager*

### **Specialty Cakes and Cupcakes**

Guests are allowed to bring their own (homemade or purchased) cakes, cupcakes, and pastries for private events. However, we will charge a dessert fee of \$2.00 per person with a minimum of \$10.00. The fee covers storage, presentation, cutting, plating, and cleaning required for all desserts. If any outside dessert is brought into the restaurant, the host is responsible for the dessert fee.

### **Alcohol**

Host cannot provide any alcohol or non-alcoholic beverages to be consumed on premise due to licensing.

## BEVERAGE PACKAGES

We offer three beverage packages for you to choose from. **\*All beverage packages include unlimited soft drinks, tea, and coffee.** Below you will find our bar packages:

**House Package:** \$40 per person. Includes all draft beer and wines by the glass.

**Premium Package:** \$50 per person. Includes all draft beer, wines by the glass, "call" liquor and necessary mixers

**Full Bar Package:** \$60 per person. Includes all draft beer, wines by the glass, liquor (including specialty cocktails). Excludes any liquor over \$20 per pour.

*Note: Bar Packages are available for a 3-hour minimum. "Call" liquor is a brand of liquor that a customer must ask for by name as opposed to more generic, less expensive brands. These bar packages are not available with any other discounts.*

**\*\*\*Please NOTE: If you choose not to do a bar package, you may run one tab that allows your guests to order from the entire libations menu (Open Based on Consumption). Your bar tab will then be settled at the end of the evening based on drinks ordered during the event.** Since the servers provided for your event are not equipped for a cash bar scenario, we are unfortunately unable to offer a cash bar to our guests for private events.

## AUDIO/VISUAL EQUIPMENT

If you require A/V support, the Seven Sisters room is equipped with a pull down screen and projector. It is necessary to test out all computer equipment no less than 48 hours before the date and time of the event. Our equipment is only compatible to certain products; therefore you may need special adapting cords. If you do not test your equipment, we are not responsible for any malfunctions on the day of your event.

## DECORATING/ FLORAL/ OTHER SPECIAL ARRANGEMENTS

We can refer you to florist and party essential stores in the area. We DO NOT allow table confetti, signs/banners that hang on walls, and flame candles (flameless is okay).

## DEPOSIT

Once you are ready to reserve your room, we require a non-refundable deposit. The deposit is applied to your final bill on the day of your event. Each room being reserved requires a deposit of \$250.00. We accept all forms of payment and can provide any necessary receipts.

## DUE DATE: FINAL GUEST COUNT & FINAL MENU SELECTIONS

The final headcount and menu selections will be due in writing at least two weeks in advance of the event (date and time to be determined by the Event Manager). This headcount will be considered a “guarantee” and is not subject to reduction. Charges will be based on the guaranteed number or the actual number of guests, whichever is larger.

## GRATUITY POLICY

Gratuity is not included in the initial pricing. When you sign your Event Contract you are agreeing to pay a minimum of 20% gratuity on your total check. Should you feel that less than 20% is warranted due to service issues, we ask that you please discuss this with a manager at the time of payment. Please consider ALL wait staff, support staff, and bar staff when applying your gratuity.

## LET’S GET STARTED!

Our Private Events Manager has just informed you that the room you want is available on the date and time slot you are looking for. So you know what to expect, here are the steps we will go through together in preparation for your special event...

- ☐ Make your deposit payment
- ☐ Events Manager notifies you of your DUE DATE for the final head count, menu selections, and other details
- ☐ We go over event details together - timeline, bar package, table layout, decorations, etc.
- ☐ Events Manager sends you the most current food menu
- ☐ Make your final menu selections and give your final head count to the Events Manager
- ☐ Events Manager sends you final event contract – review and make sure ALL information is correct
- ☐ Come to Victoria Gastro Pub to test your A/V equipment (if applicable) no less than 48 hours before event
- ☐ Return FINAL EVENT CONTRACT within 48 hours of event

If you have any further questions regarding planning your event, please call Beth, our Events Manager, and she will be more than happy to assist you ... 410.935.6402. Thank you for considering hosting your next event at Victoria Gastro Pub and we look forward to this opportunity.