

# **Plates on the Square & Uncorked**

## **Guidelines for On-Site**

### **Private Events and Large Groups**

Plates & Uncorked welcome the opportunity to host your special event. Below are the guidelines we use to ensure we are able to provide excellent service for you, your guests, and the restaurant's other guests.

For private events, we do not charge a rental fee as long as a minimum food and beverage expenditure is met. If your group spends less than the minimum expenditure, the remaining balance will be added as a rental fee. Larger groups will generally meet this minimum. Smaller groups who require more space or who desire the benefit of privacy will often find it worthwhile to pay the difference as a rental fee. Our chart of minimum expenditures lists the food and beverage minimum as well as a total budget. The minimum is the price for food and beverage while the total budget adds on an estimate of taxes and gratuity.

### **Menu Selection**

In order to provide the best possible service to your party as well as to our other guests, we require that groups of 20 to 29 either use a limited menu, typically including three entrées. Our event coordinator will be happy to work with you to develop a menu that suits both your taste and your budget. For parties of 30 or more, we require a specialized plated reception menu.

### **Other Notes**

- Groups of 20 or more may make a table reservation without doing a private event. However, they will still be required to use a limited menu which must be developed with the event coordinator at least three days before the reservation. Also, a deposit will be required to hold the reservation.
- For certain peak periods, we do require higher minimum expenditures than are shown on our standard chart. For December, all minimum expenditures increase by 10%. For UWG graduation weekends, minimums will generally be 30% higher, dependent upon the date and time. For evenings when we already have one floor booked for a private party, the minimum for the other floor will be 30% higher.
- A deposit will be required to reserve your party's date equal to 50% of the minimum expenditure. This deposit will be fully refundable up to thirty days prior to your event and 50% refundable up to 10 days prior to your event.
- White tablecloths may be requested for a fee of \$3.00 per table.
- We have a screen and projector available for rent. The screen fee is \$25 and the projector fee is \$50. We strongly encourage you to communicate with us ahead of time to make sure that your source device is compatible with our projector.
- Groups who wish to decorate the space for a private function may request and will receive access to their space 30 minutes prior to the reservation.

# Food & Beverage Minimum Requirements

## plates Dining Room

**Private Event** maximum 65 seated guests

Evening Events 5:00p – 10:30p

Tuesday & Thursday

\$900 food and beverage minimum (\$1,125 budget with tax & gratuity)

Wednesday

\$1,200 food and beverage minimum (\$1,500)

Friday & Saturday

\$1,900 food and beverage minimum (\$2,375)

Brunch Events 10:30a – 2:30p

Saturday

\$850 food and beverage minimum (\$1,065)

Sunday

\$1,200 food and beverage minimum (\$1,500)

## UNCORKED Bar

**Private Event** For seated meals, we can accommodate a maximum of 40 seated guests (without using the bar for seating). We recommend a maximum of 75 guests for a standing reception.

**Evening Events** 5:00p – 10:30p, minimum reservation of 3 hours

Tuesday & Thursday

\$1,200 food and beverage minimum (\$1,500 budget with tax & gratuity)

\$400 in food and beverage minimum for each hour over three

Wednesday

\$1,750 food and beverage minimum (\$2,190)

\$575 in food and beverage minimum for each hour over three

Friday & Saturday

\$2,200 food and beverage minimum (\$2,750)

\$725 in food and beverage minimum for each hour over three

Brunch Events 10:30a – 2:30p

Saturday

\$500 food and beverage minimum (\$625)

Sunday

\$900 food and beverage minimum (\$1,125)