

Plates on the Square & Uncorked

Guidelines for On-Site

Private Events and Large Groups

We charge no rental fees for private events held in Plates or Uncorked as long as a minimum food and beverage expenditure is met. If a group spends less than the minimum expenditure, the remaining balance will be added as a rental fee. These minimum expenditures are set such that larger groups that fill the space will, in most cases, meet the minimum. However, for smaller groups requiring more space or privacy, paying the difference as a rental fee is well worth the price. Our chart of minimum expenditures lists the food and beverage minimum as well as a total budget—which includes 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 have a buffet or have their guests order from a limited menu, typically including two or 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 buffet or a specialized plated reception menu.

Other Notes

- Groups of 20 or more may make a table reservation without doing a semi-private or 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 may be required to hold the reservation.
- For certain peak periods, we reserve the right to require higher minimum expenditures. 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 20% higher.
- A deposit will be required equal to 50% of the minimum expenditure. This deposit will be fully refundable up to fourteen 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 semi-private or private function may request and will receive access to their space 30 minutes prior to the reservation.

minimum expenditure amounts on next page

Plates Dining Room

Private Event maximum 65 seated guests

Evening Events 5:00p – 10:30p

Monday & Tuesday

\$1,100 food and beverage minimum (\$1,375 budget)

Wednesday & Thursday

\$1,600 food and beverage minimum (\$2,000 budget)

Friday & Saturday

\$1,960 food and beverage minimum (\$2,450 budget)

UNCORKED Bar

Private Event The entire floor is available for rent for lunches and larger functions. For seated meals, we can accommodate a maximum of 40 seated guests (without using the bar for seating). We recommend a maximum of 100 guests for a standing reception.

Daytime Events 10:00a – 2:00p

Monday – Sunday

No minimum expenditure (excluding special events, certain holidays and graduations)

18% service charge, minimum \$50 per server

1 server per each 20 guests or portion thereof

*Events from 2:00p-5:00p are available, but expenditure is on a case by case basis

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

Tuesday (Mondays are generally booked for trivia.)

\$1,100 food and beverage minimum (\$1,375 budget)

\$300 in food and beverage minimum for each hour over three

Thursday

\$1,600 food and beverage minimum (\$2,000 budget)

\$ 450 in food and beverage minimum for each hour over three

Wednesday, Friday & Saturday

\$1,960 food and beverage minimum (\$2,450 budget)

\$550 in food and beverage minimum for each hour over three

Late Night Events 10:30p – 1:30p, 3-hour reservation

Monday – Wednesday

\$1,180 food and beverage minimum (\$1,475 budget)

Thursday – Saturday

\$2,700 food and beverage minimum (\$3,375 budget)