



# THE EASTOVER



# ROOMS

# THE JACKSONIAN

**CAPACITY:** Up to 16 guests banquet style **SEATING OPTIONS:** Rounds, Crescents & Classroom style seating are available for fewer guests

# THE EASTOVER

**CAPACITY:** Up to 28 guests banquet style **SEATING OPTIONS**: Rounds, Crescents, Square, U-shape & Classroom style seating are available for fewer guests

# THE NORTHSIDE

**CAPACITY**: Up to 48 guests banquet style **SEATING OPTIONS**: Rounds, Crescents, Square, U-shape & Classroom style seating are available for fewer guests

# LEFLEUR'S BLUFF

**CAPACITY:** Up to 80 guests banquet style **SEATING OPTIONS:** Rounds, Crescents & Classroom style seating are available for fewer guests

# THE HIGHLANDS

**CAPACITY:** Up to 125 guests banquet style **SEATING OPTIONS:** Rounds are available for up to 108 guests; cocktail receptions are available for up to 200 guests





### MENU OPTIONS

We offer a variety of menu options for private events. Our full menu is available for parties of 16 guests or less; a limited menu is required for groups of 17+. Limited menus include the guests' choice of appetizer, salad, entree and dessert options, with optional passed or family-style hors d'oeuvres.

Menu selections must be made one week prior to the event date. In the event of a speaking program, orders must be taken before the speaker and/or program begins. Any requests for dietary needs or allergies must be received 48 hours prior to the event.

Alcoholic beverages are charged per consumption, and we are happy to customize wine and spirit options for groups upon request. A dedicated private bar is available for events hosted in The Highlands Room.

### FOOD & BEVERAGE MINIMUMS Prices exclude tax and 20% gratuity.

	<b>LUNCH</b> Mon-Fri	<b>BRUNCH</b> Sat Sun. brunch is unavailable	<b>DINNER</b> Sun-Thurs	<b>DINNER</b> Fri-Sat
JACKSONIAN	\$400	\$750	\$750	\$1,200
EASTOVER	\$600	\$850	\$1,200	\$1,800
NORTHSIDE	\$1,000	\$1,250	\$1,500	\$2,200
LEFLEUR'S BLUFF	\$1,600	not available	\$2,700	\$4,000
HIGHLANDS	\$2,200	not available	\$6,000	\$8,000

# GUIDELINES

### **RESERVATIONS & CANCELLATIONS**

To secure a private dining reservation, a completed contract and valid credit card number are required. A final headcount is due 48 hours prior to the event. If the required food & beverage minimum is not met, the remaining balance will be charged as a room fee to the credit card on file. In the event of a cancellation within less than seven days of the event, the full food & beverage minimum will be charged to the credit card on file.

### **DECOR & DELIVERIES**

Guests may bring in cake or dessert with prior approval. Cakes, floral arrangements and gifts may be delivered to Char on the day of the event between the hours of 9-11am and 2-4pm (times may change based on availability of room). Char staff will cut and serve cake as needed. The Char staff is not professionally trained to cut cakes, so please advise if you have a preference on the cake cutting. We do not allow balloon garlands, arches, centerpieces, photo backdrops, outside chairs, chair covers, confetti, glitter or anything adhered to the walls or ceilings. Other decoration restrictions may apply.

### AUDIO VISUAL CAPABILITIES

Each of our private dining rooms is equipped with a complimentary audio visual screen and projector. The Lefleur's Bluff and Highlands Room have two screens and projectors; The Highlands Room also has a flat screen TV behind the bar.

# TAX & OTHER CHARGES

Sales tax is 9%. We request a 20% gratuity for private dining events. Gratuity is a tip, thus entirely at your discretion. Wireless internet, A/V screen, and customized menus are available at no extra charge. We can accommodate up to 16 separate checks per party.

