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## ACCOMODATIONS

### Upstairs at 39 Rue de Jean

2250 sq ft

Sit down dinner – up to 150 people capacity

Cocktail Party – 180- 250 people capacity

Conference - 75 people capacity

For more information on reserving Upstairs please contact

Bethe Rogers

843.722.8881 ext 20

843.722.8835 fax

[upstairs@39ruedejean.com](mailto:upstairs@39ruedejean.com)

Semi private spaces available in both our restaurants

### 39 Rue de Jean and COAST

Your guests may order directly from the restaurant menu or you may choose a fixed menu for the group. Please make arrangements directly with the restaurant's Manager.

Off premise catering is available through our sister company

**GOOD FOOD**  
**CATERING**

## **\*\*SAMPLE MENUS\*\***

### **Plated Dinners**

#### *First Course*

Mesclun Salad  
baby greens dressed with red wine vinaigrette

#### *Second Course*

Sliced Tenderloin of Beef with a mushroom demi glace  
and  
Grilled Mahi-Mahi with pineapple salsa

Potatoes Gratin and Steamed Garlic Spinach

#### *Third Course*

Chocolate Pate

Cafe

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#### *First Course*

Truffle Potato Soup  
velvety potato puree, chive crème fraiche and truffle oil

#### *Second Course*

Choice of ...

Crab Stuffed Tilapia with lemon white wine sauce

or

Barbecue Roasted Chicken

Parmesan Mashed Potatoes and Sautéed Vegetables

#### *Third Course*

Coconut Cream Cheesecake

Cafe

## **Buffet Dinner**

### **Lowcountry Buffet**

Wadamalaw Mixed Green Salad with red wine vinaigrette  
Beaufort Stew  
Shrimp and Grits  
Sliced Pork Loin  
Pan Fried Green Tomatoes with sweet pepper relish  
Carolina Wild Rice  
Braised Collard Greens  
Southern Bread Basket

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### **Heavy Hors D'oeuvre Reception**

#### **Passed Hors D'oeuvres**

Barbecue, Bacon Wrapped Scallops  
Tomato Basil Bruschetta with balsamic vinaigrette  
Tropical Beggars Purse with sweet blue crab and baby shrimp with roasted aioli

#### **Displayed Hors D'oeuvres**

Farmers' Market Display  
fresh seasonal blanched, marinated and roasted vegetables, seasonal fresh fruits with house  
made dipping sauces and toast points

Artichoke Hearts filled with three cheeses with marinara sauce

Pecan Crusted Chicken Breast Strips  
marinated in bourbon and brown sugar, served with honey mustard sauce

Penne Pasta Primavera

Chef carved Herb Roasted Beef Tenderloin with appropriate condiments and rolls

Petite Desserts  
chef's selection of cookies, tartlets, petit fours, and truffles

## UPSTAIRS CONTINENTAL BREAKFAST

### **Traditionally Continental**

selection of chilled juices  
assorted bagels with cream cheese  
assorted bakery muffins and pastries  
butter and fruit preserves  
café and tea

**\$9.99 per person**

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### **Southern Style Continental**

selection of chilled juices  
chilled fruit compote  
warm ham and sausage biscuits  
pecan danish  
assorted bakery muffins  
café and tea

**\$12.99 per person**

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### **Atkins Friendly Continental**

hard-boiled eggs  
bacon, egg and cheese wheat wraps  
seasonal berries  
assorted cheese tray  
café and tea

**\$13.99 per person**

Menu prices are subject to a 20% Service Charge and State and Local Tax  
Menu prices subject to change

## UPSTAIRS BREAKFAST AND BRUNCH SELECTIONS

### Southern Breakfast Buffet

breakfast casserole with sausage, eggs and cheese  
stone ground grits  
home fries with peppers and onions  
bacon  
assorted breakfast breads and pastries  
juices, café and hot tea

**\$16.99 per person**

### Additional Brunch Options

Shrimp and Grits sautéed shrimp, tasso gravy, julienne peppers, onions, creamy stone ground grits	\$13.00 per person
Chef's Assortment of Mini Quiche	\$5.50 per person
Biscuits and Gravy	\$6.50 per person
Sliced Fruit with Honey Yogurt	\$5.00 per person
Country Sausage Links or Patties	\$6.99 per person
Ham or Sausage Biscuits	\$6.99 per person
Bagels and Cream Cheese	\$6.50 per person

### Chef Attended Action Stations

Omelet Station made to order with a variety of fresh selections: bacon, mushrooms, tomatoes, ham, cheeses and other seasonal options	\$8.00 per person
Crepes Station	
Smoked Salmon with chive crème fraiche and red onion	\$8.99 per person
Apples and Caramel Sauce	\$5.50 per person
Roasted Chicken with tarragon cream sauce	\$7.50 per person
Fricasse of Shrimp and Scallops with Dill Cream Sauce	\$9.50 per person
Fresh Berries with a Light Peach Coulis	\$6.50 per person

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## UPSTAIRS REFRESHMENT STATIONS

### **The Ideal Snack**

assorted cookies and chocolate brownies  
seasonal fruit  
soft drinks, café and tea  
**\$9.99 per person**

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### **Southern Accent**

lemon drop squares and pecan squares  
charleston cheese straws  
fresh baked biscuits with honey butter  
lemonade, soft drinks, café and tea  
**\$12.99 per person**

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### **Tea Time**

assorted finger sandwiches  
assorted scones with butter and preserves  
benne wafers  
strawberries and whipped cream  
soft drinks, café and tea  
**\$13.99 per person**

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### **The RiverDog**

warm soft pretzels with mustard sauce  
pigs in a blanket  
popcorn  
regular and peanut M&Ms  
soft drinks, café and tea  
**\$12.99 per person**

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**UPSTAIRS  
MEETING PLANNER PACKAGE**

**8:00am**

**Continental Breakfast**

assorted breakfast bread, danish and bagels with cream cheese  
assorted fruit juices, café and hot tea

**10:30am**

**Mid-Morning**

refresh café and tea

**Noon**

**Lunch**

Choice of ...

**The Club**

ham, turkey and bacon  
served with lettuce, tomato and mayonnaise  
pickle and chips

**Teriyaki Chicken Breast**

grilled, marinated chicken breast  
served with wild rice and vegetables

all entrees served with warm rolls, butter, café and tea

**2:30**

**Break**

cookies or brownies  
assorted soft drinks

**\$46.99 per person**

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## UPSTAIRS SEATED LUNCH SELECTIONS

### \*\*SOUPS AND SALADS\*\*

Truffle Potato Soup velvety potato puree, chive crème fraiche, truffle oil	\$6.99 per person
Coast Crab Soup sherry, crème fraiche	\$7.99 per person
Lobster Bisque herb croutons, crème fraiche	\$8.99 per person
Mesclun Salad baby greens, candied pecans, julienne vegetables, strawberries, red wine vinaigrette	\$7.00 per person
Caesar Salad romaine, parmesan, tortilla strips	\$6.00 per person
Roasted Chicken Salad marinated French lentils, mesclun greens	\$9.00 per person
Nicoise Salad Traditionale grilled tuna, baby greens, haricot verts, hard boiled eggs, potatoes, nicoise olives	\$14.00 per person

### \*\* LUNCH SANDWICHES\*\*

Lunch Sandwiches include the choice of one side item.

Grilled Salmon Club grilled salmon, smoked bacon, lettuce, tomato, toasted orange-rosemary bread	\$11.00 per person
Croque Monsieur classic open faced grilled ham and cheese	\$9.99 per person
Grilled Chicken Sandwich	\$9.00 per person

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## **\*\*LUNCH ENTREES\*\***

Quiche de Jour	\$9.00 per person
Goat Cheese and Spinach Quiche	\$10.00 per person
Shrimp Provencal sautéed shrimp, penne pasta, garlic, white wine, tomatoes, herbs	\$13.50 per person
Chicken Soubise grilled chicken, onion rice, bacon and mushroom cream sauce	\$11.00 per person
Carolina Crab Cakes remoulade sauce	\$13.00 per person

## **\*\* LUNCH SIDE ITEM CHOICES\*\***

Entrée Selections, excluding pasta, include your choice of one side item

Potato Puree	Parmesan Mashed Potatoes
Potatoes Gratin	Blue Cheese Slaw (Bacon optional)
Haricots Verts	Bacon Cheese Grits
Steamed Garlic Spinach	Creamed Spinach
Sautéed Vegetables	Roasted Vegetables
Sautéed Asparagus	

## **\*\*DESSERT SELECTIONS\*\***

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## UPSTAIRS LUNCH BUFFETS

### **Build Your Own Salad**

chef's soup of the day  
mixed greens with mushrooms, chopped eggs, cheddar, bacon, tomatoes,  
black olives, croutons and choice of three dressings  
tuna salad with celery  
shrimp and dill salad  
chicken salad with cashews  
red skinned potato salad  
fresh rolls and croissants  
seasonal fruits and berries  
iced tea

**\$22.00 per person**

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### **Butcher Block Buffet**

curried tomato bisque  
green garden salad with choice of two dressings  
sliced baked ham, smoked turkey breast, roast beef and genoa salami  
cheddar, swiss and provolone  
lettuce, tomato, onions, kosher dill pickle spears  
white, wheat and rye breads  
coleslaw  
red skinned potato salad  
appropriate condiments  
new york style mini cheesecakes  
iced tea

**\$23.99 per person**

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## UPSTAIRS LUNCH BUFFETS

### **Southern Buffet**

spinach salad with tomatoes, chopped eggs and balsamic vinaigrette  
Virginia's southern fried chicken  
pulled pork barbeque with sweet potato biscuits  
seafood jambalaya with smoked sausage  
blue cheese, bacon coleslaw  
fresh seasonal vegetable medley  
cornbread  
fruit cobbler  
iced tea

**\$27.99 per person**

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### **South of the Border Buffet**

tossed garden salad with a ranch and cilantro vinaigrette  
roasted corn and black bean salad  
spicy ground beef with tomatoes  
grilled chicken strips with peppers, onions and green chilies  
fresh flour tortillas and crisp taco shells  
tomatoes, lettuce, cheddar cheese, jalapenos, fresh salsa and sour cream  
brownies  
iced tea

**\$23.99 per person**

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### **Mediterranean Buffet**

vegetable minestrone soup  
caesar salad with parmesan cheese, herbed croutons and dressing  
antipasto of marinated meats and grilled, marinated vegetables  
cheese tortellini with sun-dried tomato pesto cream sauce  
bow tie alfredo with parmesan cheese  
penne pasta with pomodora sauce, ricotta cheese and italian sausage  
breads, rolls and ciabatta  
lemon squares with powdered sugar  
chocolate torte  
iced tea

**\$25.99 per person**

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**UPSTAIRS  
GOURMET BOXED LUNCHES**

**The 39 Boxed Lunch**

soft baguette filled with smoked ham, provolone, lettuce and tomato  
potato chips and kosher dill pickle spear  
apple, banana or orange  
chocolate chip cookie

**\$15.99 per person**

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**The COAST Boxed Lunch**

shrimp salad croissant or chicken salad croissant  
potato chips and kosher dill pickle spear  
apple, banana or orange  
chocolate chip cookie

**\$18.99 per person**

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## UPSTAIRS HORS D' OEUVRE OPTIONS

### \*\*PASSED HORS D' OEUVRES\*\*

Mini Crab Cakes on a toast round with Remoulade Sauce  
 Barbecue, Bacon Wrapped Scallops or Shrimp  
 Baby Red Potatoes with Sour Cream and Caviar  
 Tropical Beggars Purse with Sweet Blue Crab and Baby Shrimp with Roasted Aioli  
 Herb Crab Salad in Mini Pastry Cups with Cilantro Mayonnaise  
 Buffalo Fried Shrimp with Blue Cheese Sauce  
 Beef or Chicken Satays with Asian dipping sauce  
 Pan Seared Tuna on Wonton Crisps with Fresh Cilantro and Orange Mojo  
 Tomato Basil Bruschetta with Balsamic Vinaigrette  
 Vegetable Spring Rolls with Sweet Red Pepper Chili Sauce

**Choose 2 \$6-8 per person, Choose 3 \$8-10 per person, Choose 4 \$10-13 per person**

### \*\*PLATTER OR DISPLAY HORS D' OEUVRES\*\*

Coast Crab Dip	\$5.99 per person
Warm Spinach and Artichoke Dip	\$4.99 per person
Raw Oysters on the Half Shell	Market Price
Classic Cocktail Shrimp	\$12.00 per person
Side of Smoked or House Cured Salmon	\$5.99 per person
Pecan Crusted Chicken Breast Strips served with honey mustard sauce	\$4.50 per person
Baked Brie en Croute with Raspberry Jam and Toasted Almonds	\$5.99 per person
Crudités Display of Raw and Blanched Vegetables with Sauce	\$4.50 per person
Fresh Fruit with Domestic and Imported Cheeses	\$5.50 per person
Pulled Pork Barbecue on sweet potato biscuits	\$6.00 per person
Pan Fried Green Tomatoes with Sweet Pepper Relish	\$4.50 per person
Mini Crab Cakes with remoulade sauce	\$8.00 per person
Coast Ceviche	\$8.00 per person
Artichoke Hearts filled with three Cheeses	\$4.50 per person
Chef's selection of petite sweets	\$7.00 per person

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## CENTERPIECE DISPLAYS

### French Market Display

gourmet house made sausage, whole grain mustard,  
classic and country pates, cornichons and cumberland sauce,  
hickory smoked salmon, fresh herbs, chopped red onion, crème fraiche, capers,  
domestic and imported chesses, fresh seasonal fruit and berries, marinated and grilled vegetables,  
dried fruits and nuts, deviled eggs,  
toast points

**\$13.00 per person**

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### Farmers' Market Display

fresh seasonal blanched, marinated and roasted vegetables  
seasonal fresh fruits  
house made dipping sauces and toast points

**\$5.99 per person**

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### Antipasto Display

seasonal marinated vegetables and roasted vegetables  
grilled prosciutto, marinated salami  
air dried bresaola, parmesan reggiano, grilled asiago, fresh mozzarella  
roasted peppers, roasted garlic,  
italian breads and crostini

**\$12.00 per person**

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### Sushi Display

california rolls, cured salmon rolls, vegetable rolls  
soy sauce, wasabi, pickled ginger

**\$6.99 per person**

### Traditional Sushi Accompaniments

cucumber and fennel salad or  
salted edamame or sesame seaweed salad

**\$3.00 per person for each**

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### COAST Raw Bar

fresh, chilled oysters on the half shell, horseradish or bloody mary sauce  
jonah and stone crab claws with warm butter  
jumbo shrimp cocktail with lemon wedges  
ceviche served in scallop shells with lime, chile, cilantro and red onion

**\$48.00 per person**

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## STATIONED SELECTIONS

### **\*\*CARVING\*\***

All meats served with appropriate condiments and rolls

Baked Ham	\$5.50 per person
Whole Rib Eye of Beef	\$12.00 per person
Top Round of Beef	\$8.50 per person
Herbed Roasted Beef Tenderloin	\$14.00 per person
Marinated and Grilled Pork Lion	\$6.50 per person
Hickory Smoked Turkey Breast	\$6.50 per person
Deep Fried Turkey Breast	\$7.99 per person
Whole Cured Country Ham	\$8.00 per person
Roasted Leg of Lamb	\$11.00 per person
Corn Beef Steamship Round (for more than 115 people)*	\$8.50 per person
Roasted Duck Breast	\$12.50 per person
Steamship Round of Beef (for more than 115 people)*	\$8.00 per person

### **\*\*PASTA\*\***

Shrimp Provencal shrimp, garlic, tomatoes, penne, white wine, herbs	\$8.50 per person
Pasta Primavera Penne with julienne vegetables, roasted garlic cream sauce	\$5.50 per person
Pistou Linguine with Grilled Chicken	\$6.95 per person
Orecchiette fresh tomatoes, goat cheese, basil	\$6.00 per person
Scallops Fusilli scallops, basil pesto, roasted red peppers	\$10.00 per person
Squash Ravioli butternut squash, ravioli, sage brown butter sauce	\$6.50 per person
Penne, Rotini or Cheese Filled Tortellini * choice of two sauces and tossed with grated parmesan hearty meat bolognaise, creamy alfredo, meatless marinara, roasted garlic cream, basil pesto, vodka tomato cream, carbonara (peas, cream, prosciutto)	\$8.00 per person
Add Grilled Sliced Chicken, Gourmet Sausage or Sautéed Shrimp to any pasta	\$4.00 per person

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**\*\*SEAFOOD\*\***

Shrimp and Grits \$12.00 per person  
sautéed shrimp, tasso gravy, julienne peppers, onions, creamy stone ground grits

Mussel Station\* \$8.00 per person  
choice of two sauces

provençal	pernod, tomato, fennel
marinière	white wine, shallots, parsley
curry	mild curry, cream, coriander
pistou	garlic, basil, extra virgin olive oil
aioli	classic garlic broth
vegetable cream	white wine, garlic, shallots, cauliflower cream

\*Denotes stations that must be Chef attended

Chef attendant fee \$125

**Our Event Coordinator will gladly compile a custom menu to best suit your style and tastes**

Menu prices are subject to a 20% Service Charge and State and Local Tax

Menu prices subject to change

## UPSTAIRS DINNER BUFFETS

### Lowcountry Buffet

Wadmalaw mixed greens salad  
Beaufort stew  
shrimp and grits  
sliced pork loin  
Carolina wild rice  
pan fried green tomatoes with sweet pepper relish  
braised collard greens  
southern bread basket  
coffee and iced tea

**\$39.99 per person**

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### Southern Buffet

spinach salad, tomatoes, chopped eggs, balsamic vinaigrette  
Virginia's southern fried chicken  
pulled pork barbeque with sweet potato biscuits  
jambalaya with shrimp and smoked sausage  
blue cheese, bacon coleslaw  
sautéed vegetables  
cornbread  
coffee and iced tea

**\$37.99 per person**

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### French Buffet

assorted charcuterie  
mesclun salad  
house cured salmon  
marinated lentil salad  
coq au vin with natural juices  
potatoes gratin  
braised short ribs with espagnole sauce  
steamed garlic spinach  
french bread basket  
café

**\$47.00 per person**

Menu prices are subject to a 20% Service Charge and State and Local Taxes

Menu prices subject to change

### **Mediterranean Buffet**

vegetable minestrone soup  
caesar salad, parmesan cheese, herbed croutons and dressing  
antipasto of marinated meats and grilled, marinated vegetables  
cheese tortellini with sun-dried tomato pesto cream sauce  
bow tie alfredo with parmesan cheese  
penne pasta with pomodora sauce, ricotta cheese and italian sausage  
breads, rolls and ciabatta  
café

**\$32.00 per person**

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### **Italian Buffet**

tomato, mozzarella & basil salad  
roasted pork loin saltimbocca  
pesto encrusted salmon with caramelized shallots & tomato ragu  
rotini pasta with herb oil, garlic & reggiano  
garlic parmesan mashed potatoes  
sautéed squash with olive oil, basil & garlic  
focaccia bread with extra virgin olive oil  
café

**\$34.99 per person**

**Our Event Coordinator will gladly compile a custom menu to suit your style and tastes**

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## UPSTAIRS SEATED DINNER SELECTIONS

### \*\*SEAFOOD APPETIZERS\*\*

House Cured Salmon Marinated fresh lentils	\$9.25 per person
Carolina Crab Cake remoulade, toast points	\$12.25 per person
Bowl of Mussels mariniere or pistou broth	\$11.25 per person
Classic Shrimp Cocktail fresh lemon, cocktail sauce	\$12.00 per person

### \*\*SOUPS AND SALADS\*\*

Truffle Potato Soup velvety potato puree, chive crème fraiche, truffle oil	\$7.00 per person
Coast Crab Soup sherry, crème fraiche	\$8.00 per person
Lobster Bisque rich creamy purred lobster	\$8.99 per person
Mesclun Salad baby greens, candied pecans, julienne vegetables, strawberries, red wine vinaigrette	\$8.00 per person
Caesar Salad romaine, parmesan, tortilla strips	\$7.00 per person
Old Fashioned Tossed Salad thousand island dressing, ranch dressing or blue cheese vinaigrette	\$6.50 per person

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## UPSTAIRS SEATED DINNER SELECTIONS

### \*\*ENTRÉE SELECTIONS\*\*

#### \*MIXED GRILL\*

Grilled Chicken with red pepper, basil cream sauce and Grilled Shrimp with pineapple salsa  
\$ 36.99 per person

Sliced Tenderloin of Beef with mushroom demi glace and Salmon Bearnaise  
\$ 43.99 per person

Grilled Petit Filet Mignon topped with garlic, parsley butter and Seared Jumbo Crab Cake with  
remoulade sauce  
\$46.99 per person

#### \*SEAFOOD\*

Shrimp Provencal \$21.50 per person  
sautéed shrimp, penne pasta, garlic, white wine, tomatoes, herbs

Crab Stuffed Tilapia \$20.00 per person  
filet of tilapia stuffed with crab meat topped with lemon, white wine sauce

Lobster and Crab Au Gratin Market price  
lobster and crab meat, parmesan cream sauce topped with an herb bread crumb crust

Red Snapper Almondine \$21.99 per person  
filet of red snapper served with a lemon, white wine sauce

Shrimp and Grits \$20.00 per person  
julienne sweet peppers and onions, tasso ham gravy

Carolina Crab Cakes \$23.99 per person  
lump crab meat served with remoulade sauce

#### \*GRILLED FRESH FISH\*

Atlantic Salmon, Tilapia \$20.99 per person

Black Grouper, Mahi-Mahi, Snapper \$23.99 per person

Choice of Sauce: Classic Tarter, Tropical Salsa, Orange Mojo, Garlic Parsley Butter, Lemon  
White Wine, Pineapple Chile Salsa, Red Wine Butter

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**\*BEEF and PORK\***

Braised Short Ribs espagnole sauce and fresh herbs	\$25.00 per person
Grilled New York Strip topped with a garlic parsley butter	\$26.00 per person
Roasted Herb Beef Tenderloin wild mushroom demi glace	\$30.00 per person
Grilled Pork Chop double cut pork chop with caramelized apples, calvados sauce	\$23.99 per person
Herb Roasted Pork Loin	\$21.99 per person

**\*CHICKEN\***

Barbecue Roasted Chicken	\$17.99 per person
Coq Au Vin chicken slowly cooked in red wine	\$21.99 per person
Grilled Breast of Chicken red pepper, basil cream sauce or lemon, white wine sauce	\$16.99 per person
Pecan Crusted Chicken Breast Country mustard beurre blanc	\$18.99 per person

**\*VEGETARIAN\***

Pasta Primavera julienne vegetables, roasted garlic cream sauce	\$14.00 per person
Penne Pasta goat cheese, roasted tomatoes, fresh basil	\$15.00 per person

**\*\* SIDE ITEM CHOICES\*\***

Mixed Grill, Seafood, Beef, and Chicken Entrée Selections include your choice of two side items

Potato Puree	Parmesan Mashed Potatoes
Potatoes Gratin	Rice Pilaf
Haricots Verts	Bacon Cheese Grits
Steamed Garlic Spinach	Creamed Spinach
Sautéed Asparagus	Sautéed Vegetables

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## **UPSTAIRS DESSERTS**

### **Crème Brulee**

vanilla bean custard, caramelized sugar crust

### **Key Lime Pie**

### **Chocolate Pate**

dark chocolate cream, crème anglaise,  
berry coulis, fresh berries

### **Coconut Cream Cheesecake**

pineapple chutney

### **Warm White Chocolate and Banana Bread Pudding**

### **Carrot Cake**

crème anglaise

### **Chef's Selection of Petite Sweets**

### **Triple Layer Chocolate Cake**

berry coulis

**All Desserts \$8.00 per person**

**Host Provided Dessert Fee**

**\$2.50 per person**

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## UPSTAIRS BEVERAGE MENU

Please note there is a one hundred dollar bar set-up fee per bartender.  
We recommend one bartender for 50 guests.

### **\*\*LIQUOR OPTIONS\*\***

#### **Super \$8.00**

Ketel One Vodka  
Bombay Sapphire Gin  
Mt. Gay Rum  
Maker's Mark Bourbon  
Crown Royal Whiskey  
Glenlivet Scotch

#### **Premium \$7.00**

Absolut Vodka  
Tanqueray Gin  
Bacardi Gold Rum  
Jack Daniels Bourbon  
VO Whiskey  
Dewars Scotch

#### **House \$6.00**

Fris Vodka  
Fleischmans Gin  
Bacardi Rum  
Jim Beam Bourbon  
Seagrams 7 Whiskey  
Scoresby Scotch

All full bars subject to 14.5% liquor tax

### **\*\*BEER OPTIONS\*\***

Budweiser and Bud Light	\$4.00 per beer
Heineken and Amstel Light	\$5.00 per beer
Corona	\$5.00 per beer
Sierra Nevada	\$6.00 per beer
Nonalcoholic Beer	\$5.00 per beer

### **\*\*WINE OPTIONS\*\***

House Wine Selection	\$25 per bottle
Upstairs Wine List available upon request	
Non-alcoholic beverages	\$2.00 per drink

**Our Event Coordinator will be happy to assist you in customizing a bar package to your tastes.**

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## **UPSTAIRS GENERAL INFORMATION**

### **MENU SELECTIONS**

The Event Coordinator will help you select or design a menu to suit your needs. Menu selections must be finalized one month prior to the event. For a party of over 25 guests, entrée selections must contain the same side items. For a party of over 80 guests, a plated menu with set first and third courses must be offered.

### **ROOM RENTAL FEES**

For the use of our banquet room, there is a five hundred dollar room rental fee. This fee covers up to a four-hour event. The fee to extend the event time beyond four hours is \$100 per hour or any fraction thereof. Arrangements for extension must be made prior to the start of the event. If the food and beverage minimum of one thousand seven hundred dollars is met, the \$500 room fee is waived. Room rental includes the use of thirteen sixty-inch round tables, ninety chairs, white linens and serviceware.

### **SERVICE CHARGES, TAX and GRATUITY**

A twenty percent service charge and applicable state and local taxes will be added to food and beverage totals. Gratuity is not included in our service charge and is optional at the client's discretion.

### **BAR SERVICE**

If you choose to have bar service for your event, a one hundred dollar bar set-up fee per bartender will be added to your bill. All bars are priced based on consumption. If the Host chooses to provide wine for the event, there will be a twenty-dollar corkage fee for each bottle of wine opened.

### **RESERVING THE DATE**

A signed Booking Agreement and \$500 deposit is necessary in order to hold our banquet room for your desired date. This fee is applied to your final bill. If cancellation of a booked event is necessary and the Event Coordinator is notified more than 60 days prior to the event date, the \$500 deposit will be refunded.

### **GUEST COUNT GUARENTEE**

A confirmed number of guests is required to be given no later than *three business days* prior to the date of the event. If no changes are made by this date, the estimated number of guests on the original contract will be the considered the final number and food will be prepared accordingly.

### **SPECIAL ARRANGEMENTS**

Our Event Coordinator is happy to assist you with recommendations to meet any of your entertainment or decorating needs. The Event Coordinator will gladly make arrangements for any additional rental needs i.e. specialty table linens, supplemental seating, audio/visual equipment.

### **PARKING**

Upstairs at 39 Rue de Jean does not have complimentary parking. Two conveniently located parking options are the Camden Garage, which is next to the Hampton Inn at 35 John Street and the Visitor's Center Garage located on Ann Street. Public parking spaces are also available at meters on surrounding streets.

### **SMOKING**

Upstairs at 39 Rue de Jean is a non-smoking facility.