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ACCOMODATIONS

Upstairs at 39 Rue de Jean

2250 sq ft

Sit down dinner – up to 130 people capacity

Cocktail Party – 180- 200 people capacity

Conference - 75 people capacity

For more information on reserving the Upstairs please contact

Tristan White

843.725.2929 ext 20

843.722.8835 fax

tristan@holycityhospitality.com

Semi private spaces available in all of our restaurants

39 Rue de Jean, COAST and Virginia's on King

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

Coffee

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

Coffee

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

Peach Cobbler
With whipped vanilla bean cream

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
coffee

\$9.99 per person

Southern Style Continental

selection of chilled juices
fresh fruit salad
warm ham and sausage biscuits
assorted bakery muffins and pastries
coffee

\$12.99 per person

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 and coffee

\$16.99 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

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	\$5.50 per person
Ham or Sausage Biscuits	\$5.75 per person
Bagels and Cream Cheese	\$6.50 per person
French Toast with candied pecans and maple syrup	\$6.99 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 Mid-Day Snack

assorted cookies and chocolate brownies
seasonal fruit
soft drinks, coffee and iced tea

\$9.99 per person

Southern Accent

lemon drop squares and chocolate brownies
Charleston cheese straws
fresh baked biscuits with honey butter
lemonade, soft drinks and coffee

\$12.99 per person

Tea Time

assorted finger sandwiches
assorted scones with butter and preserves
benne wafers
strawberries and whipped cream
hot tea, coffee and iced tea

\$13.99 per person

The RiverDog

warm soft pretzels with mustard sauce
franks in puffed pastry
popcorn
regular and peanut M&Ms
soft drinks, coffee and iced 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 and coffee

10:30am

Mid-Morning

refresh coffee

Noon

Lunch

Choice of ...

Croque Monsieur

classic open faced grilled ham and cheese
accompanied with a Mesclun salad with red wine vinaigrette

or

Shrimp Provencal

sautéed shrimp, penne pasta, garlic, white wine, tomatoes and herbs
served with warm bread

iced 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
add grilled sliced chicken	\$3.00 per person
add grill shrimp	\$4.50 per person
Roasted Chicken Salad marinated French lentils, mesclun greens	\$9.00 per person
Nicoise Salad Traditional 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 fresh mozzarella, roasted red pepper aioli and lettuce	\$9.75 per person
Pulled BBQ Pork Sandwich dressed with Carolina style BBQ sauce on a Kaiser bun	\$9.00 per person

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****LUNCH ENTREES****

Quiche de Jour mesclun salad	\$10.00 per person
Goat Cheese and Spinach Quiche mesclun salad	\$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 and one side item	\$13.00 per person
Salmon Bearnaise with one side item	\$14.50 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
Julienne Vegetables	Sautéed Asparagus

****DESSERT SELECTIONS****

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Menu prices are subject to a 20% Service Charge and State and Local Taxes
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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 Chef's choice of three dressings
traditional tuna salad with celery
shrimp and dill salad
tarregon chicken salad with cashews
red skinned potato salad
fresh rolls and croissants
seasonal fruits and berries
iced tea

\$22.00 per person

Butcher Block Buffet

curried tomato bisque
green garden salad with Chef's choice of two dressings
sliced ham, smoked turkey breast, roast beef and genoa salami
cheddar, gruyere and provolone
lettuce, tomato, onions, kosher dill pickle spears
fresh breads and rolls
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
shrimp jambalaya with smoked sausage
blue cheese, bacon coleslaw
sautéed julienne vegetables
cornbread
fruit cobbler
iced tea

\$27.99 per person

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

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 and rolls
triple layer chocolate cake with berry coulis
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

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

Virginia's Boxed Lunch

two pieces of Virginia's fried chicken
buttermilk biscuit
apple, banana or orange
chocolate chip cookie

\$15.99 per person

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UPSTAIRS HORS D' OEUVRE OPTIONS

PASSED HORS D' OEUVRES

Mini Crab Cakes on a toast round with remoulade and cocktail sauce
 Herb Roasted Beef Tenderloin on an open faced biscuit with caramelized onions and Dijon
 Barbecue, Bacon Wrapped Scallops or Shrimp
 Tarragon Chicken Salad Stuffed Artichoke Bottoms with crème fraiche
 Red Seedless Grapes rolled in blue cheese and toasted pecans
 Tropical Beggars Purse with Sweet Blue Crab and Baby Shrimp with Roasted Aioli
 Coast Crab Dip in a mini tart shell
 Buffalo Fried Shrimp with chive cheese sauce
 Beef or Chicken Satays with Chef's choice of dipping sauce
 Pan Seared Tuna on Wonton Crisps with Fresh Cilantro and Orange Mojo
 Tomato Basil and Fresh Mozzarella 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 with grilled bread	\$5.99 per person
Warm Spinach and Artichoke Dip with toast points	\$4.99 per person
Raw Oysters on the Half Shell with traditional accompaniments	Market Price
Classic Cocktail Shrimp	\$12.00 per person
Side of House Cured and Smoked Salmon with traditional garniture	\$5.99 per person
Pecan Crusted Chicken Breast Strips with honey mustard sauce	\$4.50 per person
Baked Brie en Crouete with Raspberry Jam and Tasted Almonds	\$5.99 per person
Crudités Display of Raw and Blanched Vegetables with Sauce	\$4.50 per person
Fresh Fruit and Domestic and Imported Cheeses with toast points	\$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 basil pesto and three cheeses	\$4.50 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 and toast points

\$15.00 per person

Farmers' Market Display and Cheeses

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

\$6.99 per person

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

Sushi Display

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

\$6.00 per person

Traditional Sushi Accompaniments

cucumber and fennel salad or
salted edamame or sesame seaweed salad or soba noodle salad with julienne vegetables

\$3.00 per person for each

COAST Raw Bar

fresh, chilled oysters on the half shell, horseradish, champagne mignonette, tobasco and crackers
stone crab claws with warm butter
jumbo shrimp cocktail with lemon wedges and cocktail suace
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 with Dijon and brown sugar glaze	\$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
Roasted Leg of Lamb	\$11.00 per person
Steamship Round of Pork	\$7.50 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
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
Creamy Macaroni and Cheese with toppings to include bacon, scallions, chopped tomatoes, hot sauce, fried onions and diced ham	\$7.00 per person
Add Grilled Sliced Chicken, Gourmet Sausage or Sautéed Shrimp to any pasta	\$4.00 per person

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Menu prices subject to change

****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
 mariniere 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

COAST Taco Station* \$5.50 per person
choice of:

- Blackened Fish Tacos with citrus slaw
- Buffalo Shrimp Tacos with blue cheese cole slaw

***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

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UPSTAIRS DINNER BUFFETS

Lowcountry Buffet

Wadmalaw mixed greens salad
Beaufort stew
barbeque chicken
sliced pork loin with peach chutney
Carolina wild rice
pan fried green tomatoes with sweet pepper relish
braised collard greens
biscuits and cornbread
coffee and iced tea
\$38.99 per person

Southern Buffet

Spinach salad with tomatoes, eggs and balsamic vinaigrette
Virginia's southern fried chicken
pulled pork barbeque with sweet potato biscuits
shrimp and grits
macaroni and cheese
sautéed vegetables
cornbread
coffee and iced tea
\$36.99 per person

French Buffet

mesclun salad with julienne vegetables, candied pecans and red wine vinaigrette
grilled salmon bearnaise
marinated lentil salad with fresh herbs and vanilla oil
coq au vin with natural juices
potatoes gratin
braised short ribs with espagnole sauce
steamed garlic spinach
french bread basket
coffee
\$46.00 per person

Italian Buffet

tomato, mozzarella & basil salad
roasted pork loin saltimbocca
pesto encrusted salmon with caramelized shallots & tomato ragu
cheese tortellini with sun-dried tomato pesto cream sauce
eggplant parmesan
sautéed squash with olive oil, basil & garlic
focaccia bread with extra virgin olive oil
coffee
\$34.99 per person

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UPSTAIRS SEATED DINNER SELECTIONS

SEAFOOD APPETIZERS

Shrimp and Grits julienne peppers, onions and tasso gravy	\$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 pureed lobster	\$8.99 per person
Mesclun Salad baby greens, candied pecans, julienne vegetables, strawberries, goat cheese and 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

Dijon Encrusted Lamb Chops and Salmon Bernaise
\$ 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

Braised Grouper \$23.99 per person
fresh herbs, shitake mushrooms and tomatoes

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 grilled pineapple bourbon sauce	\$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 add crab meat	\$16.99 per person \$4.00 per person
Pecan Crusted Chicken Breast country mustard beurre blanc	\$18.99 per person

VEGETARIAN

Pasta Primavera julienne vegetables, roasted garlic cream sauce, fresh basil	\$16.00 per person
Pasta Penne goat cheese, roasted tomatoes, fresh basil	\$16.00 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	Julienne Vegetables

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UPSTAIRS DESSERTS

Plated Desserts

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

mocha crème anglaise

Carrot Cake

crème anglaise

Triple Layer Chocolate Cake

berry coulis

\$8.00 per person

Host Provided Dessert Fee

\$2.50 per person

Tasting Plates (a plate for each table to share)

Chef selected homemade petite desserts

Cheese Course:

A selection of artisanal cheeses, served with
red grapes and toast points

\$7.00 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

Superior \$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

Passed Signature cocktail available

All full bars subject to 14.5% liquor tax

BEER OPTIONS

Budweiser, Bud Light and Miller Lite	\$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	\$25 per bottle
Premium	\$35 per bottle
Superior	\$45 per bottle

House Champagne	\$25 per bottle
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Upstairs Wine List available upon request

Non-alcoholic beverages	\$2.00 per drink
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Our Event Coordinator will be happy to assist you in customizing a bar package to your tastes.

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Menu prices subject to change

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, plated menus must contain the same side items for all entrées selected. For a party of over 80 guests, plated menus must provide set first and third courses.

ROOM RENTAL FEES

For the use of our banquet room, there is a \$600 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 \$1800 is met, the \$600 room fee is waived. Room rental includes the use of thirteen sixty-inch round tables, ninety chairs, white linens and serviceware. Any additional items need can be rented for an additional cost.

SERVICE CHARGES, TAX and GRATUITY

A twenty percent service charge and applicable state and local taxes will be added to food and beverage totals. Additional gratuity is up to the client's discretion.

BAR SERVICE

If you choose to have bar service for your event, a \$100 bar set-up fee per bartender will be added to your bill. One bartender is recommended per fifty guests. All bars are priced based on consumption.

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.