

THE TAVERN

Large Reservations & Special Events

2018

Buffet

www.TheTavernVentura.com

805.643.3264

211 E Santa Clara St. Ventura-California

THANK YOU for your interest in hosting your event with us at The Tavern Ventura. We are the ideal venue for baby and bridal showers, birthdays, anniversary and engagement parties, company events, graduation celebrations, rehearsal dinners and more! We are thrilled to help you plan an unforgettable experience for you and your guests. In this packet you will find all the information you may need in planning that perfect event. You will also find our buffet, hors d'oeuvres, and event packages for 2018. We look forward to helping you host a truly amazing event.

Please contact us with any questions.

The Tavern Ventura Events Team

Onsite Hours:

Thursday-Saturday 12pm-6pm

Tours must be made through appointments only.

Office Contact:

Jacqueline "Jacki" Dickson

Email: Jacki@thetavernventura.com

(805) 643-3264

If you would like to move forward with a special event or large reservation booking, please contact our events department with the following information for an accurate proposal:

- ❖ *Exact Date/Time & Seating Location Preference*
- ❖ *Dinner and Plated, Buffet or Appetizer Service*
- ❖ *Guest Count*
- ❖ *Bar Arrangement & Details*

Once your information is finalized and received, you will be sent a confirmation via email.

The Booking process

Step One

Contact Events Manager for Specific Date/Time/Seating Location Availability

Step Two

Review Menu/Bar Options and Packages

Step three

Provide Estimated Guest Count

Step four

Book and confirm with Deposit, Event Booking Form & Event Agreement Form

*A final guest count and menu options are required no later than 14 days prior to your scheduled event date.
Personalized messages for menus must be submitted 14 days prior to your scheduled event date.*

Fees, Charges & Minimums

Corkage - \$15 per 750ml bottle of wine or champagne (standard size). 4 bottle maximum per event.

Outside Dessert Fee - \$2.00 per person. This applies to any desserts- cakes, cookies, brownies, candy, cupcakes etc.

Gratuuity – An automatic 20% service charge will be added to all parties.

Tax – Local Tax is 9.50%

3% property maintenance and sustainability fee, that applies toward the final invoice.

Guests Cancellations – Event hosts will be charged full price for guests that are provided in the final headcount on the checklist but do not show up.

Site Fees/Minimums- Site fees and spending minimums are assigned on a per event basis and are based on season, day of the week, time desired, seating preference and guest count. Please contact your event manager for further details.

Set up/Break Down/Cleanup- Set up and break down and clean up fees may be implied depending on party size, seating choice and party requests. Please contact your event manager for further details.

Event Fee- A **\$250** event fee applies to all standard special events with less than 100 guest. A **\$500** event fee applies to special events with more than 100 guest. Prices may vary depending on location. This fee covers additional costs of rentals, labor and coordination for large group reservations and events.

Deposit- A \$250 deposit will be made upon booking and confirming a special event. This deposit will be credited to the event host's invoice on the day of the event. A larger deposit will be asked for events totaling over \$10,000. This deposit is non-refundable if the event is cancelled with less than 3 week's notice.

Payment of the Final Invoice: You may pay prior to actual day of your event. Any event totaling \$10,000 or more are **required** to pay half their invoice 7 days prior to the actual event date.

FAQ

Services & Amenities

What is included:

- All set up and break down for your event
- Tables, White Wooden Chairs, China, Silver wear, Glass wear, Bar wear, Linens, and choice of Table Cloth & Napkin Color. Additional cost may need to be applied depending upon the number of guest attending.
- Minimum two Security guards (if needed)
- All Wait Staff, Servers & Bar Staff are included. Additional charge will be applied for any live chef request.
- A Non-Alcoholic Beverage Station Including, Water, and Iced Tea upon request
- Personal Coordinating Services
- On Site Event Coordinator the Day-Of
- Complementary rehearsal to be scheduled Tues-Sat between 12-4pm

Why Should I book as a special event?

Special event bookings offer many advantages such as a 3-4 hour rental period, your own dedicated wait staff and onsite event manager. You have a choice of seating preference & exact table setup, as well as minimized wait times for food service with large groups. These details are addressed on the phone or via email consultation with your event manager, who will assist with all questions and details in planning your event.

Can I bring in my own music?

No, The Tavern Ventura does not allow any outside music. We provide our guests with ambiance music that is just at the right level. If you are interested in having live entertainment or a DJ at your event, please discuss this with your event manager.

What areas are available for special events?

We have several areas available inside or outside. For parties larger than 20 we recommend one of our outside locations. We can host up to 200 guest on our patio for formal events and up to 350 for non-formal events.

Can I drop off desserts and decorations before my event?

Yes, all outside desserts or decorations can be dropped off a maximum of 2 hours prior to your event.

Can I bring any outside desserts or food?

We allow outside desserts. Any outside dessert will be charged \$2.00 per person in your party. Outside food is not permitted at any time, unless previously discussed and approved by your event manager.

What happens if it rains?

A majority of our event space is located outdoors. Unfortunately we do get those few days where we get a good rainfall. The Tavern Ventura offers a private indoor event space in which the event can be moved to for backup, if available and prearranged, but this is not guaranteed.

Can I decorate for my event?

Yes, we do allow outside decorations for special events. Please ask your event manager if you are unsure of any items that may be unacceptable. The Tavern Ventura does not provide staff for loading and unloading or any materials/equipment needed such as tape/scissors/rope/ladder/extension cords. The Tavern Ventura does not permit any decorations that may put the guests or host at risk.

FAQ Continued

What time slots are allotted for my event?

Events can last up to 4 hours. However, events may not end later than 9 PM on Thursday – Saturdays. A site rental fee of \$150/30 minutes will be imposed for parties that last over 4 hours. For any special arrangements, contact your event manager.

Do you offer heaters?

We offer up to 4-5 complimentary heaters per party. Additional heaters can be rented for the duration of your event.

Can dinner be served Buffet Style?

Yes, buffet style service is available and any event over 30 guests is required to do buffet style.

What forms of payment do you accept?

We accept all major credit cards and cash. The final bill for events may be split up into a maximum of 3 forms of payment. Only deposits may be paid by check.

Can my guests modify their food choices?

Modifications are not allowed the day of your event. Pre confirmed menu modifications can be arranged with your event manager.

Can I bring in games and entertainment for the kids?

Yes. We do have certain limitations on games and entertainment for safety purposes. Please ask your event manager which activities are welcomed. Children must ALWAYS be accompanied by an adult. Children are permitted until 9pm at which we become a 21+ establishment.

Can I schedule an in person tour or meeting with The Tavern Ventura Events Team?

Yes, each event is allowed two 30 minute meetings. Any additional requested and scheduled are \$25 per meeting.

Can I have an extra table for gifts, games or dessert?

Yes. The Tavern Ventura provides a maximum of 3 additional tables for special events. Additional tables can be available if pre-arranged with your event manager for rental

Do Spending Minimums Include Tax and Gratuity?

No. Spending minimums are built on food and beverage only and are before tax, gratuity and event fee(s). If you are interested in pricing including tax & gratuity please speak with your event manager.

When is Brunch Available?

Brunch is available on Sundays ONLY from 10:00am until 2:00pm. Please request a Brunch menu from your events coordinator.

What are my dinner options?

For events of 30 guests and under, you have a choice of dinner served buffet or sit-down style. For events over 30 guests all dinner options will be served buffet style.

Can my guests pay for themselves?

We welcome guests to pay for themselves. However, it is up to the host to pay for tax, sustainability, and service charge, as well as any balance there may be from the previously arranged minimum, if the minimum is not met.

FAQ Continued

Do you provide tables, chairs and linens?

Yes. The cost of table, chair and linen rental is built into The Tavern Ventura event fees.

Can I have my wedding at The Tavern Ventura?

Yes. The Tavern Ventura hosts weddings- ceremony and/or receptions up to 200 guests outside, or 100 guests inside. All weddings incur a \$1,500 site rental fee for ceremonies. Food and Beverage minimums can range from \$3,000 - \$10,000 depending on guest count. Weddings hosted Thursday – Sunday will have a \$8,000 - \$25,000 minimum. Minimums include set up and break of event equipment.

STANDARD RESERVATION QUESTIONS

Can I make a reservation at The Tavern?

Yes! Anyone is more than welcome to make a reservation with us during our normal business hours. If you are interested in having an event and or reservation not during normal business hours, we may be able to accommodate you. Your Coordinator can answer specific questions

Is there a fee for making a reservation?

There is no fee for making a reservation before 8pm. If you plan on making a reservation after 8pm or plan on your reservation going significantly past 8pm, there will be a \$250 minimum spending. Meaning you must spend at least \$250 by the end of your evening.

Do you offer Bottle Service?

We offer a variety of bottle service. With bottle service you get your choice of three mixers, along with a location in our establishment of your choice. You will also have that location for the entire evening along with a security guard. A server will also be taking care of your bottle service for the evening and will be there to assist you with any food/drink.

How do I make a reservation?

Please email us at jackitavern@gmail.com for reservations. If you prefer to call, please call our coordinator directly at 805.643.3264.

****Please advise ALL menus and pricing are subjected to change throughout the year****

Please contact your event manager for any further questions

*Choice of 5 with a minimum of one vegetarian option
Platter Pricing based upon request*

Tray-Pass/Stationary Appetizer Service

30/Min-\$25/Person

45/Min- \$35/Person

1 hour-\$45/Person

CHICKEN SKEWER

Peanut Sauce

FRIED CHICKEN SLIDER

Slaw, Pickles

CHICKEN & WAFFLE LOLLIPOP

Maple Syrup, Bacon

OPEN FACED MINI CHICKEN POT PIE

Scallions

RIB EYE SKEWER

Chimichurri

BEEF SLIDER

Cheddar, Butter Lettuce, Tomato, Pickle, Aioli

SHORT RIB SKEWER

BBQ Onions

PULLED PORK SLIDER

Slaw, Pickles

CRAB SALAD CROSTINI

Avocado

BBQ SHRIMP

Watermelon

FRIED PICKLES

Spicy Aioli (VEG)

POTATO-CORN FRITTER

Roasted Red Bell Pepper Puree (VEG)

GRILLED PORTABELLA SLIDER

Grilled Red Onion, Butter Lettuce, Tomato, Pickles, Aioli (VEG)

Stationary Hors d' Oeuvres

Platters

(All platters for approx. 10 guest)

Hummus \$60

Pita chips, heirloom carrots, Persian cucumber **vegan**

Antipasti \$60

Artichoke, olives, grilled zucchini, roasted bell pepper, charred bread **vegan**

Caprese \$60

Mozzarella, roma tomato, basil, extra virgin oil, balsamic glaze

Sliders \$100

(Choice of one)

Pulled pork, pickled jalapeno, slaw, brioche

Angus beef, lettuce, tomato, pickles, caramelized onion, brioche

Fried chicken, slaw, pickles, brioche

Cheese board \$90

Brie, California blue, Manchego, dried fruit, nuts, fresh fruit, crackers, charred bread

Artisan deli board \$100

Salami Molinari, prosciutto, capicola, olives, purple mustard, pickles, crackers, charred Bread

Sushi \$175

Cucumber roll, spicy tuna roll, California roll

Artichoke \$60

Parmesan dip, grilled artichoke

Chips n Salsa \$60

Tortilla chips, Pico de gallo, salsa verde, guacamole, salsa roja **vegan**

Crudit  \$60

Heirloom cauliflowers, baby carrots, celery, tear drop tomato, tiny peppers, ranch

Spring rolls \$60

Persian cucumber, carrot, cilantro, bean sprout, black sesame seed, teriyaki **vegan**
Shrimp, Persian cucumber, carrot, cilantro, bean sprout, black sesame seed, teriyaki
\$15 surcharge

Market fruit \$60

Watermelon, oranges, kiwi, figs, pineapple, cantaloupe, strawberry (seasonal)

Prefixed Buffet Dinner \$79/person

(Any event over 30 guests must do Buffet, Any event under 30 has the choice of plated or Buffet.)

Available Monday's through Sunday's from 4:30PM until 9pm.

All Dinner Packages Include Coffee, Iced Tea, Lemonade & Sodas Upon Request

Starter (Pick One)

CLASSIC CAESAR -Parmesan, Crouton, with Caesar Dressing

BABY BEETS- Goat Cheese, Pepita, Frisee, Arugula, with Balsamic

ARUGULA- Manchego, Oranges, Pumpkin Seeds, Balsamic Dressing

FENNEL- Apple, Blue Cheese, Market Greens, Balsamic Dressing

CAPRESE- Steak Tomato- Mozzarella- Arugula- with Balsamic Dressing

Entrée (Pick Three)

ROTISSERIE CHICKEN

Mash Potato, Creamed Spinach

PARSELY CRUSTED CHICKEN

Butternut Squash, Broccolini

MARY'S CHICKEN

Baby Carrots, Roasted Potato

SKIRT STEAK

Wild Mushroom Ragu, Garbanzo Succotash

NEW YORK STEAK

Farro, Ratatouille

SHORT RIB

Sautéed Spinach, Mash Potato

ATLANTIC SALMON

Heirloom Beans, Pee Wee Potato, Nage

HALIBUT

Artichoke Ragu, Marble Potato

CAULIFLOWER STEAK (Vegan)

Coconut Curry, Heirloom Squash, Cous Cous

WILD MUSHROOM RAVIOLI

Parmesan, Root Chips, Micro Basil, Nage

ARUGULA-RICOTTA RAVIOLI

Parmesan, Baby Zucchini, Chili Oil

Dessert (Pick One)

S'mores (make your own)- Chocolate Tart- Strawberry Cheesecake- Berries Tart

Taco Station \$22/person

3 Kinds of Meat, Hard & Softshell, Guacamole, Pico de Gallo, Rice, Beans, and Ceasar Salad

Prefixed Buffet Brunch \$65/person

(Any event over 30 guests must do Buffet, Any event 30 or under has the choice of plated or Buffet.)

Available Sunday ONLY 10AM-2:30PM

All Brunch Packages Include Coffee, Iced Tea, Lemonade & Sodas Upon Request

Starter (Pick One)

FRUIT BOWL- *Fresh Farmer's Market Fruit*

AVOCADO TOAST- *Roasted Cherry Tomato, Onion, Sprouts*

PROSCIUTTO TOAST- *Balsamic Glaze, Pesto, Mozzarella, Cherry Tomato, Onion, Sprout*

HONEY GRANOLA PARFAIT- *Market Berries*

STEEL CUT OATMEAL- *Black Mission Figs, Apples, Micro Mint*

SALMON LOX- *Bagels, Capers, Red Onion, Cream Cheese, Tomato*

CLASSIC CAESAR- *Parmesan, Crouton, with Caesar Dressing*

BABY BEETS- *Goat Cheese, Pepita, Frisee, Arugula, Balsamic Dressing*

CHICKEN COBB- *Blue Cheese, Corn, Tomato, Egg, Bacon, with Ranch Dressing*

ASIAN CHICKEN SALAD- *Romaine, Red Bell Pepper, Persian Cucumber, Carrots, Wontons, Oriental Dressing*

Entrée (Pick Three)

WAFFLES

Market Berries, Syrup, Powder Sugar

FRENCH TOAST

Market Berries, Syrup, Powder Sugar

PULLED PORK SANDWICH

BBQ Sauce, Slaw, Sesame Seed Bun- with Roasted Potatoes

FRIED CHICKEN SANDWICH

Slaw- Sesame Seed Bun- Roasted Potatoes

MALIBU CAFÉ BURGER

Cheddar- Butter Lettuce- Tomato- House Aioli- with Roasted Potatoes

VEGETABLE FRITTATA

Spinach, Tomato, White Cheddar, Mushroom

SHORT RIB FRITTATA

Red & Green Bell Pepper, Red Onion, Spinach

STEAK & EGGS

Breakfast Potatoes

CHICKEN & WAFFLES

Tabasco, Maple Syrup, Bacon

STEAK & EGGS

With Roasted Potatoes

SHORT RIB HASH

Fried Egg, Breakfast Potatoes

Dessert (Pick One)

S'mores- Chocolate Tart- Strawberry Cheesecake- Berries Tart

Bar Packages

**Bar Packages Are Available But Not Mandatory. Consumption Tabs & Limited Bar Tabs Are Available For All Special Event Bookings. Please Ask Your Representative For Details.*

House Beer and Wine

\$32/person Unlimited for 2 Hours

Includes all non-alcoholic drinks, house wine and beer

Full Liquor Bar

\$36/person Unlimited for 2 hours

Includes all non-alcoholic drinks, house wine, imported and domestic beer and well brand liquors

Premium Bar

\$40/person Unlimited for 2 hours

Includes all non-alcoholic drinks, house wine, imported and domestic beer, premium spirits and cocktails

Bar By Consumption

You may also choose to do a bar by consumption

Amount is to be discussed with your events manager

Mimosa Package

\$25/person Unlimited for 3 hours

Prosecco Champagne & / Fresh Squeezed Orange Juice

The Tavern Ventura – Event Booking Agreement Form

To book your event, please complete this form and submit it in person or online to your Special Events Manager

Name _____

Event Date _____ Event Time _____

Type of Event _____

Seating Option _____

Menu Package/Option _____

Bar Package/Option _____

Estimated Guest Count _____

Event Manager _____

_____ Date _____

This is to confirm that I have read and abide by the terms and conditions of The Tavern Ventura Special Events Information Packet for my event.



