



CHARLESTON, SOUTH CAROLINA

39

RUE DE JEAN

BAR  CAFE

UPSTAIRS AT RUE DE JEAN
39 JOHN STREET, CHARLESTON, SC



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PHONE 843 . 725 . 5959

PRIVATEDINING@HOLYCITYHOSPITALITY.COM

ADDITIONAL PRIVATE DINING SPACES AVAILABLE AT



OFF-PREMISE CATERING AVAILABLE THROUGH OUR SISTER COMPANY

GOOD FOOD
CATERING



BREAKFAST BUFFET

BUFFET OPTION 1

BISCUITS WITH BUTTER & FRUIT PRESERVES

FRESH SEASONAL FRUIT

SCRAMBLED EGGS*

HOME FRIES

CHEESE GRITS

SAUSAGE

REGULAR & DECAF COFFEE

JUICE

\$25 per person

BUFFET OPTION 2

SAUSAGE BISCUITS

HOME FRIES

FRESH FRUIT

REGULAR & DECAF COFFEE

JUICE

\$18 per person

BUFFET ENHANCEMENTS

SAUSAGE OR BACON **\$6 PER PERSON**

CHEESE GRITS **\$5 PER PERSON**

HOME FRIES **\$5 PER PERSON**

FRUIT **\$5 PER PERSON**

BISCUITS AND GRAVY **\$8 PER PERSON**

SHRIMP AND GRITS **\$14 PER PERSON**

**These items are cooked to order. Consuming raw or undercooked meats may increase your risk of food-borne illness, especially if you have certain medical conditions. A 22% service charge and applicable state & local taxes apply.*

LUNCH BUFFET

SALAD BAR BUFFET

CHEF'S SOUP OF THE DAY

MESCLUN GREENS WITH MUSHROOMS, CHOPPED EGGS, CHEDDAR, BACON, TOMATOES,
CROUTONS & CHEF'S CHOICE OF TWO DRESSINGS

SHRIMP SALAD

PINEAPPLE CURRY CHICKEN SALAD

RED SKINNED POTATO SALAD

FRESH ROLLS & CROISSANTS

SEASONAL FRUITS & BERRIES

SWEET & UNSWEET ICED TEA

\$30 per person

SOUTHERN BUFFET

SPINACH SALAD WITH TOMATOES, RED ONIONS, CHOPPED EGGS & HOUSE VINAIGRETTE

ROASTED BBQ CHICKEN

SHRIMP & GRITS

SOUTHERN STYLE COLESLAW

ROASTED VEGETABLES

CORNBREAD WITH BUTTER

FRUIT COBBLER

SWEET & UNSWEET ICED TEA

\$38 per person

FRENCH BUFFET

MESCLUN GREENS WITH CANDIED PECANS, GOAT CHEESE, STRAWBERRIES & HOUSE VINAIGRETTE

SHRIMP PROVENCAL PENNE PASTA WITH GARLIC, WHITE WINE, TOMATOES, HERBS

ROASTED PORK LOIN* WITH CARAMELIZED APPLES

MASHED POTATOES

HARICOT VERTS

FRENCH ROLLS & BUTTER

SEASONAL CHEESECAKE

SWEET & UNSWEET ICED TEA

\$41 per person

ITALIAN BUFFET

CAESAR SALAD WITH PARMESAN CHEESE, HERB CROUTONS

ROASTED VEGETABLE PLATTER WITH CRUMBLED GOAT CHEESE

CHEESE TORTELLINI WITH PESTO CREAM SAUCE

CHICKEN PARMESAN WITH MARINARA

ROLLS WITH OLIVE OIL

CHOCOLATE TORTE

SWEET & UNSWEET ICED TEA

\$35 per person

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SEATED LUNCH

EVENTS WITH 20 GUESTS OR LESS, ARE ABLE TO HAVE A SET 1ST COURSE, CHOICE OF 2 ENTREES, AND A SET 3RD COURSE.
GROUPS OF OVER 20 GUESTS, WILL NEED A SET ITEM FOR EACH COURSE.

SOUPS & SALADS

\$10 per person

TRUFFLE POTATO SOUP

VELVETY POTATO PUREE, CHIVE CRÈME FRAICHE, TRUFFLE OIL

CRAB BISQUE

FRESH CRAB

LOWCOUNTRY GUMBO

RICE, CHICKEN, SAUSAGE, SHRIMP

MESCLUN SALAD

BABY GREENS, CANDIED PECANS, STRAWBERRIES, HOUSE VINAIGRETTE

CAESAR SALAD

ROMAINE, PARMESAN, CROUTONS

ADD CHICKEN \$4 PER PERSON

ADD SHRIMP \$6 PER PERSON

SANDWICHES

\$20 per person

All Sandwiches include the choice of one side item

BLACKENED FISH PO'BOY

SERVED ON A HOAGIE WITH SOUTHERN COLESLAW

GRILLED CHICKEN SANDWICH

GRUYERE, ROASTED RED PEPPER AIOLI, LETTUCE, BUN

FRENCH DIP*

HORSERADISH AIOLI, FRENCH ONION AU JUS

PINEAPPLE CURRY CHICKEN SALAD

SERVED ON A CROISSANT WITH TOMATO & ARUGULA

BRASSERIE BURGER*

10OZ BURGER GRILLED WITH CHEDDAR CHEESE, LETTUCE, TOMATO, ONION



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SEATED LUNCH

EVENTS WITH 20 GUESTS OR LESS, ARE ABLE TO HAVE A SET 1ST COURSE, CHOICE OF 2 ENTREES, AND A SET 3RD COURSE.
GROUPS OF OVER 20 GUESTS, WILL NEED A SET ITEM FOR EACH COURSE.

ENTREES

SHRIMP PROVENCAL

SAUTÉED SHRIMP, PENNE PASTA, GARLIC, WHITE WINE, TOMATOES & HERBS
\$18 per person

CAROLINA CRAB CAKES

REMOULADE SAUCE & ONE SIDE ITEM
\$28 per person

PARMESAN CRUSTED SALMON*

ONE SIDE ITEM
\$22 per person

GRILLED BREAST OF CHICKEN WITH SHRIMP SKEWER

LEMON WHITE WINE SAUCE & ONE SIDE
\$24 per person

SIDES

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

MASHED POTATOES

SOUTHERN STYLE COLESLAW

CHEDDAR BACON GRITS

GARLIC SPINACH

SAUTÉED ASPARAGUS

HARICOT VERTS

JULIENNE VEGETABLES

ROASTED BRUSSELS SPROUTS



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HORS D'OEUVRES

PASSED

MINI CRAB CAKES WITH REMOULADE **\$5 PER PIECE**

HERB ROASTED BEEF* ON AN OPEN FACED BISCUIT WITH CARAMELIZED ONIONS & DIJON **\$4 PER PIECE**

BACON WRAPPED SCALLOPS **\$5 PER PIECE**

PIMENTO CHEESE ON A CROSTINI **\$3 PER PIECE**

SHRIMP COCKTAIL **\$5 PER PIECE**

CHICKEN SATAYS WITH SWEET CHILI DIPPING SAUCE **\$4 PER PIECE**

TUNA CEVICHE* WITH ORANGE & CILANTRO ON A CUCUMBER ROUND **\$5 PER PIECE**

TOMATO & BASIL BRUSCHETTA WITH BALSAMIC VINAIGRETTE **\$3 PER PIECE**

VEGETABLE SPRING ROLLS WITH SWEET RED PEPPER CHILI SAUCE **\$3 PER PIECE**

BAKED BRIE EN CROUTE WITH RASPBERRY JAM AND TOASTED ALMONDS **\$3 PER PIECE**

PLATTER & DISPLAY

WARM SPINACH & ARTICHOKE DIP WITH PITA CHIPS	\$6 PER PERSON
CLASSIC SHRIMP COCKTAIL (PRICE BY THE PIECE)*	\$3 PER PIECE
COLD SMOKED SALMON* WITH RED ONION, CAPERS, DILL CREAM CHEESE	\$10 PER PERSON
PECAN CRUSTED CHICKEN BREAST STRIPS WITH HONEY MUSTARD SAUCE	\$8 PER PERSON
ROASTED VEGETABLE PLATTER WITH CRUMBLED GOAT CHEESE	\$6 PER PERSON
FRESH FRUIT & CHEESE BOARD WITH TOAST POINTS	\$12 PER PERSON
PAN FRIED GREEN TOMATOES WITH SWEET PEPPER RELISH	\$6 PER PERSON
CRAB CAKES WITH REMOULADE SAUCE	\$14 PER PERSON
TUNA CEVICHE* WITH ORANGE & CILANTRO SERVED WITH PITA CHIPS	\$8 PER PERSON

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HORS D'OEUVRE DISPLAYS

FRENCH MARKET DISPLAY

HERB ROASTED BEEF* ON A BISCUIT WITH CARAMELIZED ONIONS & DIJON MUSTARD,
COLD SMOKED SALMON* WITH RED ONION, CAPERS, DILL CREAM CHEESE,
FRESH FRUIT & CHEESE BOARD WITH TOAST POINTS,
MARINATED & ROASTED VEGETABLES

\$28 per person



VEGETABLE, FRUIT & CHEESE DISPLAY

ROASTED VEGETABLE PLATTER WITH CRUMBLED GOAT CHEESE,
FRESH FRUIT & CHEESE BOARD WITH TOAST POINTS

\$15 per person

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CARVING & STATIONS

CARVING

*All meats served with appropriate condiments and rolls.
Can be Chef attended for an additional fee of \$100 per Chef.
Chef attended carving stations require a rental of a heat lamp.*

BROWN SUGAR GLAZED HAM WITH DIJON MUSTARD	\$14 PER PERSON
WHOLE PRIME RIB* WITH HORSERADISH CREAM	\$26 PER PERSON
HERB ROASTED BEEF TENDERLOIN* WITH DEMI GLAZE	\$27 PER PERSON
MARINATED & GRILLED PORK LION* WITH WHOLE GRAIN MUSTARD CREAM SAUCE	\$15 PER PERSON
HICKORY SMOKED TURKEY BREAST WITH HERB GRAVY	\$14 PER PERSON

PASTA

SHRIMP PROVENCAL WITH SHRIMP, GARLIC, TOMATOES, PENNE, WHITE WINE, & HERBS	\$15 PER PERSON
PASTA PRIMAVERA WITH ROASTED VEGETABLES & ROASTED GARLIC CREAM SAUCE	\$12 PER PERSON
PENNE PASTA WITH PISTOU AND GRILLED CHICKEN	\$14 PER PERSON
PENNE PASTA WITH FRESH TOMATOES, GOAT CHEESE & BASIL	\$10 PER PERSON
CAVATAPPI PUTTANESCA WITH OLIVES, CAPERS & GARLIC	\$12 PER PERSON
PASTA ACTION STATION: *REQUIRES CHEF FEE	\$14 PER PERSON
CHOICE OF ONE PASTA AND TWO SAUCES: PENNE, CAVATAPPI OR CHEESE FILLED TORTELLINI, BEEF BOLOGNAISE, PARMESAN ALFREDO, HERB MARINARA, BASIL PESTO	
CREAMY MACARONI & CHEESE WITH TOPPINGS TO INCLUDE BACON, JALAPENOS, RED ONION, CHOPPED TOMATOES	\$10 PER PERSON
ADD CHICKEN	\$6 PER PERSON
ADD SHRIMP	\$8 PER PERSON

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CARVING & STATIONS

SEAFOOD STATIONS

SHRIMP & GRITS

\$18 PER PERSON

SAUTÉED SHRIMP, PEPPERS, ONIONS,
CREAMY STONE GROUND GRITS

MUSSEL STATION*

\$16 PER PERSON

CHOICE OF 2 SAUCES:

MARINIÈRE: WHITE WINE, SHALLOTS, GARLIC

CURRY: RED CURRY, CREAM, CORIANDER

PISTOU: GARLIC, BASIL, EXTRA VIRGIN OLIVE OIL

VEGETABLE CREAM: CAULIFLOWER CREAM, WHITE WINE

COAST TACO STATION (SELECT 2 OF THE FOLLOWING)

\$14 PER PERSON

BLACKENED CHICKEN TACOS WITH PEPPERS AND ONIONS

SHRIMP TACOS WITH COLESLAW

FISH TACOS WITH PINEAPPLE-JALAPENO PICO DE GALLO

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DINNER BUFFET

LOWCOUNTRY BUFFET

MESCLUN GREENS SALAD WITH CANDIED PECANS, STRAWBERRIES & HOUSE VINAIGRETTE

LOWCOUNTRY GUMBO WITH CHICKEN, SAUSAGE, SHRIMP

SLICED PORK LOIN* WITH CARAMELIZED APPLES

CAROLINA WILD RICE

FRIED GREEN TOMATOES WITH SWEET PEPPER RELISH

BRAISED COLLARD GREENS

BISCUITS & BUTTER

REGULAR & DECAF COFFEE

SWEET & UNSWEET ICED TEA

\$55 per person



SOUTHERN BUFFET

SPINACH SALAD WITH TOMATOES, RED ONION, CHOPPED EGGS & HOUSE VINAIGRETTE

BBQ ROASTED CHICKEN

SHRIMP & GRITS

MACARONI & CHEESE

ROASTED VEGETABLES

CORNBREAD WITH BUTTER

REGULAR & DECAF COFFEE

SWEET & UNSWEET ICED TEA

\$55 per person

FRENCH BUFFET

MESCLUN GREENS WITH CANDIED PECANS, GOAT CHEESE, STRAWBERRIES & HOUSE VINAIGRETTE

PARMESAN CRUSTED SALMON*

COQ AU VIN WITH BACON, MUSHROOMS, PEARL ONIONS

MASHED POTATOES

BRAISED BEEF SHORT RIBS WITH ESPAGNOLE SAUCE

GARLIC SPINACH

FRENCH ROLLS WITH BUTTER

REGULAR & DECAF COFFEE

SWEET & UNSWEET ICED TEA

\$60 per person



ITALIAN BUFFET

TOMATO, MOZZARELLA & BASIL SALAD WITH BALSAMIC VINAIGRETTE

ROASTED PORK LOIN* WITH LEMON WHITE WINE SAUCE

PARMESAN CRUSTED SALMON* WITH A RICH TOMATO RAGU

CHEESE TORTELLINI WITH TOMATO PESTO CREAM SAUCE

EGGPLANT PARMESAN

SAUTÉED SQUASH WITH OLIVE OIL, HERBS & GARLIC

FOCACCIA BREAD WITH EXTRA VIRGIN OLIVE OIL

REGULAR & DECAF COFFEE

SWEET & UNSWEET ICED TEA

\$55 per person

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SEATED DINNER

SOUPS & SALADS

EVENTS WITH 20 GUESTS OR LESS, ARE ABLE TO HAVE A SET 1ST COURSE, CHOICE OF 2 ENTREES, AND A SET 3RD COURSE.
GROUPS OF OVER 20 GUESTS, WILL NEED A SET ITEM FOR EACH COURSE.

TRUFFLE POTATO SOUP

VELVETY POTATO PUREE, CHIVE CRÈME FRAICHE, TRUFFLE OIL

CRAB BISQUE

FRESH CRAB

LOWCOUNTRY GUMBO

RICE, CHICKEN, SAUSAGE, SHRIMP

MESCLUN SALAD

MESCLUN GREENS, CANDIED PECANS, GOAT CHEESE, STRAWBERRIES, HOUSE VINAIGRETTE

CAESAR SALAD

ROMAINE, PARMESAN, CROUTONS

HOUSE SALAD

CRISP GREENS, CUCUMBERS, TOMATOES, CARROTS, HERB RANCH

\$10 per person

ELEVATED 1ST COURSE SELECTIONS

SHRIMP & GRITS

PEPPERS, ONIONS, CREAMY STONE GROUND GRITS

\$18 PER PERSON

CAROLINA CRAB CAKES

PETITE MESCLUN SALAD, REMOULADE

\$20 PER PERSON

CLASSIC SHRIMP COCKTAIL

3 PIECES PER ORDER WITH FRESH LEMON & COCKTAIL SAUCE

\$12 PER PERSON



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SEATED DINNER

EVENTS WITH 20 GUESTS OR LESS, ARE ABLE TO HAVE A SET 1ST COURSE, CHOICE OF 2 ENTREES, AND A SET 3RD COURSE.

GROUPS OF OVER 20 GUESTS, WILL NEED A SET ITEM FOR EACH COURSE.

ALL ENTREES INCLUDE CHOICE OF 2 SIDE ITEMS

MIXED GRILL

GRILLED BREAST OF CHICKEN & BLACKENED SHRIMP SKEWER

WITH PINEAPPLE CHILI SALSA

\$32 PER PERSON

GRILLED PETITE FILET MIGNON* & CRAB CAKE

BEURRE BLANC & REMOULADE SAUCE

\$60 PER PERSON

SEAFOOD

SHRIMP PROVENCAL

SAUTÉED SHRIMP, PENNE PASTA, GARLIC, WHITE WINE, TOMATOES, HERBS

\$26 PER PERSON

PARMESAN CRUSTED SALMON*

SERVED WITH A LEMON, WHITE WINE SAUCE

\$29 PER PERSON

SHRIMP & GRITS

PEPPERS, ONIONS, CREAMY STONE GROUND GRITS

\$26 PER PERSON

CAROLINA CRAB CAKES

REMOULADE SAUCE

\$32 PER PERSON



FRESH SEAFOOD

ATLANTIC SALMON* **\$29 PER PERSON**

SWORDFISH* **\$32 PER PERSON**

GROUPE **\$36 PER PERSON**

MAHI-MAHI **\$29 PER PERSON**

CHOICE OF SAUCE:

**CLASSIC TARTER, LEMON WHITE WINE BEURRE BLANC,
PINEAPPLE CHILI SALSA, ROASTED RED PEPPER COULIS, BÉARNAISE**

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SEATED DINNER

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GROUPS OF OVER 20 GUESTS, WILL NEED A SET ITEM FOR EACH COURSE.

ALL ENTREES INCLUDE CHOICE OF 2 SIDE ITEMS

BEEF & PORK

BRAISED BEEF SHORT RIBS

ESPAGNOLE SAUCE

\$34 PER PERSON

12OZ GRILLED NEW YORK STRIP*

GARLIC PARSLEY BUTTER

\$48 PER PERSON

6OZ PETITE FILET*

DEMI GLAZE

\$50 PER PERSON

GRILLED PORK CHOP*

BONE-IN PORK CHOP WITH CARAMELIZED APPLES

\$34 PER PERSON

HERB ROASTED PORK LOIN*

GRILLED PINEAPPLE BOURBON SAUCE

\$30 PER PERSON

CHICKEN

HERB ROASTED CHICKEN LEG

POULETTE SAUCE

\$24 PER PERSON

COQ AU VIN

BRAISED IN RED WINE WITH BACON,
MUSHROOMS & PEARL ONIONS

\$28 PER PERSON

GRILLED CHICKEN BREAST

BASIL CREAM SAUCE

\$24 PER PERSON

PECAN CRUSTED CHICKEN BREAST

WHOLE GRAIN MUSTARD CREAM

\$26 PER PERSON

VEGETARIAN

PASTA PRIMAVERA

JULIENNE VEGETABLES, ROASTED GARLIC CREAM SAUCE,
FRESH BASIL

\$22 PER PERSON

PASTA PENNE

GOAT CHEESE, ROASTED TOMATOES, FRESH BASIL

\$22 PER PERSON

SEASONAL VEGETARIAN PLATE

\$22 PER PERSON

SIDES

MASHED POTATOES

ROASTED BRUSSELS SPROUTS

HARICOT VERTS

RICE PILAF

GARLIC SPINACH

CHEDDAR BACON GRITS

SAUTÉED ASPARAGUS

ROASTED VEGETABLES

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DESSERTS

EVENTS WITH 20 GUESTS OR LESS, ARE ABLE TO HAVE A SET 1ST COURSE, CHOICE OF 2 ENTREES, AND A SET 3RD COURSE.
GROUPS OF OVER 20 GUESTS, WILL NEED A SET ITEM FOR EACH COURSE.

PLATED DESSERTS

KEY LIME PIE

SILKY LIGHT CUSTARD, GRAHAM CRACKER CRUST

CHEESECAKE

SEASONAL FRUIT COULIS

CARROT CAKE

CRÈME ANGLAISE

CHOCOLATE TORTE

BERRY COULIS

\$10 PER PERSON

FAMILY STYLE DESSERTS

PETITE DESSERTS

STRAWBERRY SHORTCAKE PETIT FOUR,
CHEESECAKE BITES, CHOCOLATE TORTE

CHEESE COURSE:

SELECTION OF ARTISANAL CHEESES,
SERVED WITH RED GRAPES AND TOAST POINTS

\$10 PER PERSON

HOST PROVIDED DESSERT FEE

\$2.50 PER PERSON

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BUTTERED PASTA

FRIED SHRIMP WITH FRIES

GRILLED CHEESE WITH FRIES

KIDS BURGER WITH FRIES

CHICKEN FINGERS WITH FRIES

\$10 each

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BEVERAGE SELECTIONS

PLEASE NOTE A \$100 BAR SET-UP FEE FOR LIQUOR, BEER AND WINE BARS.

ONE BARTENDER FOR 50 GUESTS.

PASSED SIGNATURE COCKTAILS AVAILABLE.

UPSTAIRS WINE LIST AVAILABLE UPON REQUEST.

OUR PRIVATE EVENTS DIRECTOR WILL BE HAPPY TO ASSIST YOU IN CUSTOMIZING A BAR PACKAGE TO YOUR TASTES.

CHOOSE UP TO 4 BEERS, 1 RED WINE, 1 WHITE WINE AND A TIER OF LIQUOR

BEER

BUDWEISER	\$7
BUD LIGHT	\$7
MICHELOB ULTRA	\$7
HEINEKEN	\$7
AVAL ROSÉ CIDRE	\$9
ESTUARY MEXICAN LAGER	\$9
COAST KOLSCH PILSNER	\$9
BELL'S AMBER ALE	\$9
BELL'S TWO HEARTED IPA	\$9

WINE

HOUSE VARIETALS	\$35 PER BOTTLE
PREMIUM VARIETALS	\$50 PER BOTTLE
SELECT VARIETALS	\$60 PER BOTTLE

LIQUOR

SUPERIOR	\$14
GREY GOOSE VODKA	
BOMBAY SAPPHIRE GIN	
MT. GAY RUM	
ELIJAH CRAIG, SMALL BATCH BOURBON	
CROWN ROYAL WHISKEY	
GLENLIVET SCOTCH	
ESPOLON REPOSADO TEQUILA	
PREMIUM	\$12
TITO'S VODKA	
TANQUERAY GIN	
BACARDI SILVER RUM	
JACK DANIELS WHISKEY	
MAKER'S MARK BOURBON	
JOHNNIE WALKER BLACK SCOTCH	
ESPOLON BLANCO TEQUILA	
HOUSE	\$10
FLEISCHMANN'S VODKA	
FLEISCHMANN'S GIN	
ADMIRAL NELSON RUM	
KENTUCKY GENTLEMAN BOURBON	
SEAGRAM'S 7 WHISKEY	
DEWAR'S SCOTCH	
TORTILLA SILVER TEQUILA	

NON-ALCOHOLIC BEVERAGES

SODAS, REGULAR COFFEE, DECAF COFFEE, SWEET TEA AND UNSWEET TEA

\$4

PRIVATE PARTY ACCOMODATIONS

CAPACITY

BUFFET MEAL WITH FULL SEATING – UP TO 110 PEOPLE CAPACITY
SEATED MEAL– UP TO 130 PEOPLE CAPACITY

COCKTAIL PARTY – 180- 200 PEOPLE CAPACITY
CONFERENCE - 75 PEOPLE CAPACITY

RESERVING THE DATE & TIME

A SIGNED BOOKING AGREEMENT AND \$1000 DEPOSIT ARE REQUIRED TO RESERVE YOUR EVENT DATE. THE DEPOSIT MAY BE MADE BY CHECK OR CREDIT CARD. IF THE DEPOSIT IS MADE BY CHECK, A CREDIT CARD IS NEEDED FOR THE FILE. THE DEPOSIT IS APPLIED TO YOUR FINAL BILL. IF THIS AGREEMENT IS NOT RECEIVED BY THE SPECIFIED DEADLINE FOR RETURN, THE BOOKING AGREEMENT AND ANY ASSOCIATED HOLDS WILL BE NULL AND VOID. THE RENTAL OF THE SPACE INCLUDES A 4 HOUR WINDOW FOR THE EVENT. IN ADDITION TO THE 4 HOUR EVENT TIME, THERE ARE 2 HOURS PRIOR FOR SET UP AND 2 HOURS AFTER FOR BREAKDOWN. 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 EVENT.

PAYMENT

PAYMENT MUST BE MADE IN FULL UPON THE CONCLUSION OF YOUR EVENT. THE CREDIT CARD PROVIDED WILL BE CHARGED UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE. ALL CREDIT CARD PAYMENTS WILL BE SUBJECT A 3.99% NON-CASH ADJUSTMENT FEE AND DOES NOT APPLY TO PAYMENTS MADE WITH CASH OR CHECK.

GUEST COUNT GUARANTEE

A GUARANTEED NUMBER OF GUESTS IS REQUIRED TEN BUSINESS DAYS PRIOR TO THE EVENT.

IF NO CHANGES ARE MADE BY THIS TIME, THE ESTIMATED NUMBER OF GUESTS LISTED ON THE CONTRACT WILL BE CONSIDERED THE FINAL NUMBER OF GUESTS. FOOD WILL BE PREPARED FOR THAT GUEST COUNT AND THE CLIENT WILL BE CHARGED THE PER PERSON PRICE AGREED.

MINIMUM

THERE IS A FOOD AND BEVERAGE MINIMUM OF \$1,500 SUNDAY-WEDNESDAY AND A \$250 VENUE FEE. THERE IS A FOOD AND BEVERAGE MINIMUM OF \$2,000 THURSDAY-SATURDAY AND A \$500 VENUE FEE. THE FOOD AND BEVERAGE MINIMUM MUST BE MET PRIOR TO FEES, SERVICE AND TAXES. IF THE TOTAL FOOD AND BEVERAGE VALUE OF THE EVENT DOES NOT MEET THE SET MINIMUM, AN UNMET MINIMUM WILL BE ADDED TO THE FINAL BILL PLUS SERVICE AND TAXES.

SERVICE CHARGES, TAX AND GRATUITY

A SERVICE CHARGE OF 22% OF YOUR FOOD & BEVERAGE TOTAL AND ALL APPLICABLE STATE AND LOCAL TAXES WILL BE INCLUDED ON THE FINAL BILL. GRATUITY IS NOT INCLUDED IN OUR SERVICE CHARGE AND IS OPTIONAL AT THE CLIENT'S DISCRETION.

EVENT CANCELLATION

IF THE EVENT IS CANCELED OUTSIDE OF 90 DAYS, PRIOR TO THE EVENT DATE, YOUR DEPOSIT WILL BE REFUNDED.

IF THE EVENT IS CANCELED WITHIN 90 DAYS OF THE BOOKED EVENT DATE THE DEPOSIT WILL BE NON-REFUNDABLE AND NON-TRANSFERABLE.

IF THE EVENT IS CANCELLED WITHIN 10 DAYS OF THE BOOKED EVENT DATE, THE CLIENT WILL BE RESPONSIBLE FOR THE FULL AMOUNT DUE AND THE CARD ON FILE WILL BE CHARGED.

DECORATION

THE BANQUET COORDINATOR WILL GLADLY RECOMMEND FLORISTS TO ASSIST WITH YOUR DECORATING NEEDS. THE USE OF CANDLES IS ALLOWED, HOWEVER, ALL CANDLES MUST BE CONTAINED IN GLASS. PLEASE DO NOT TAPE, STAPLE OR TACK ANYTHING TO THE WALLS. THE USE OF CONFETTI IS NOT PERMITTED. ANY EXCESSIVE CLEANUP WILL RESULT IN A FEE OF \$250. THE BANQUET COORDINATOR CAN ASSIST YOU WITH RENTALS FOR YOUR EVENT. THERE WILL BE A 10% SET UP FEE FOR ALL RENTALS THAT WE ASSIST WITH OR A FLAT SET UP FEE WILL APPLY FOR RENTALS YOU OBTAIN, BASED ON THE SCOPE OF ITEMS RENTED.

MENU SELECTION

MENU SELECTIONS MUST BE FINALIZED ONE MONTH PRIOR TO THE EVENT. IF YOU CHOOSE TO HAVE ALCOHOL FOR YOUR EVENT, A \$100 BAR SET-UP FEE PER BARTENDER WILL BE ADDED TO YOUR BILL. ONE BARTENDER IS RECOMMENDED FOR EVERY 50-75 GUEST. ALL BARS ARE PRICED BASED ON CONSUMPTION AND ADDED TO THE FINAL BILL OR BILLED TO EACH GUEST. OUTSIDE ALCOHOL IS NOT PERMITTED IN THE SPACE. THE PRIVATE DINING DIRECTOR WILL HELP YOU SELECT OR DESIGN A MENU TO SUIT YOUR NEEDS. IF NECESSARY ENTRÉE COUNTS ARE NEEDED FIVE DAYS BEFORE THE EVENT AND EACH GUEST MUST HAVE A HOST PROVIDED NAME CARD SHOWING WHAT THEY ORDERED.

RESTRICTIONS

MUSIC & ENTERTAINMENT: UPSTAIRS AT 39 RUE DE JEAN IS UNABLE TO ALLOW FULL BANDS IN THE SPACE. WE DO HAVE A SOUND SYSTEM THAT IS ABLE TO ACCOMMODATE ANY DEVICE WITH AN AUXILIARY INPUT. DJ'S ARE PERMITTED IF THEY ARE ABLE TO PATCH INTO OUR SYSTEM. WE ARE ABLE TO ACCOMMODATE SMALLER ACOUSTIC ACTS THAT DO NOT HAVE DRUMS. WE ARE UNABLE TO ALLOW A RENTED DANCE FLOOR IN THE SPACE. WE CAN HAVE A DESIGNATED AREA FOR DANCING ON THE EXISTING FLOOR. **DUE TO THE AGE OF THE BUILDING, THERE IS NO ELEVATOR IN THE SPACE. THERE IS ONE FLIGHT OF STAIRS LEADING TO THE SECOND FLOOR.**

TABLES & CHAIRS

THE UPSTAIRS AT 39 RUE DE JEAN COMES WITH 85 CHAIRS, 12 EACH 60" ROUND TABLES, 2 EACH 72" ROUND TABLES, 2 EACH 6FT TABLES, 2 EACH 8FT TABLES AND 2EA COCKTAIL TABLES. ANY ADDITIONAL TABLE AND CHAIR NEEDS CAN BE RENTED THROUGH THE PRIVATE DINING DIRECTOR. THE RENTAL OF THE ROOM ALSO INCLUDES ALL SERVICE WARE AND WHITE TABLE CLOTHS.

CONDUCT OF EVENT/ EXCESSIVE CLEAN-UP

UPSTAIRS AT 39 RUE DE JEAN IS A NON-SMOKING FACILITY. CLIENT AGREES TO CONDUCT THE EVENT IN AN ORDERLY MANNER IN FULL COMPLIANCE WITH APPLICABLE LAWS, REGULATIONS AND GUIDELINES. CLIENT ASSUMES FULL RESPONSIBILITY FOR THE CONDUCT OF ALL PERSONS IN ATTENDANCE AT YOUR EVENT. SHOULD A GUEST'S BEHAVIOR BE DEEMED INAPPROPRIATE BY THE EVENT MANAGER (I.E. UNDERAGE DRINKING, EXCESSIVE INTOXICATION, DAMAGE TO PROPERTY, VERBAL OR PHYSICAL ABUSE, ETC.), THE HOST WILL BE GIVEN A WARNING TO RECTIFY THE SITUATION. IF THE PROBLEM PERSISTS, POLICE WILL BE CALLED AND THE EVENT SHUT DOWN. THE HOST WILL FORFEIT ANY AND ALL PAYMENTS MADE. IF EXCESSIVE CLEAN-UP IS REQUIRED, A MINIMUM OF \$250 CLEAN UP FEE WILL APPLY.