



Private Events Packet

Buffet Style Dining

Buffet style dining is available for any party size, but it is required for parties of 26 or more. Traditional buffets are self-serve stations where guests are able to plate their own entrée. Price is calculated on a per person basis. Final headcount will determine final price. Please be aware that the final food & beverage amount will be based off predetermined head count. If we plan for 50 people, you are responsible for paying for 50 people. Buffet style events must be paid on one check.

RENTALS: We provide chairs, table, bistro hand linens, & white table cloths included in the room rental fee. We have 13 five foot round tables & 4 six foot rectangular tables. We also have approximately 95 chairs. If you would like us to provide tablecloths in other colors or other rentals, we can arrange them for you. The total cost of rentals will be added to your final bill.

Bar Service

We can arrange for a hosted or cash bar for your event. A hosted bar is when everyone is sold a drink and the host pays at the end. A cash bar is when every guest pays for their individual drink. We do require that we provide security to ensure that guests are over the drinking age, to issue wristbands, & to monitor your event. The fee for security will be dependent on how many guests you have. Our typical rate is \$395 for two hours and \$100 for each additional hour. A service charge will also be added for the bartender. Our bar menu can be found here

<https://www.urbanbarandkitchen.com/menus> . You have the option to choose from our menu :

One liquor from every category

Two domestic beers

Two imports

Two wines

DECORATIONS: We ask that **NO** decorations be taped, nailed or tacked to the walls, **NO** confetti OR glitter be used for decorations/celebrations, & **NO** open flames. **You have 1 hour to setup & 1 hour to clean up. If you need additional setup time, the fee is \$25 per 30 minutes.** You have the option to purchase a room rental at \$850 to cover the entire day.

FINALIZING DETAILS: Thank you again for choosing Urban Bar & Kitchen for your private dining needs. All arrangements for Urban Bar & Kitchen are finalized through our business operations manager, Yazmyn. The menu, room, table arrangements, and all other details pertaining to your function **must be finalized 10 days** prior to the events date.



FULL SERVICE OFF SITE CATERING: In addition to our in-house catering, we also specialize in off-site catering. Let us know where, and we will make sure your dining experience is just as accommodating as if you were sitting in our restaurant. For full service off-site catering, we provide servers to set up, restock, and clean up, as well as the necessary equipment for your buffet (chafers & sternos, serving ware, paper products) upon request. All final details, including headcount and menu, will be **due 2 weeks prior to the date of your event.**

PICK UP ORDERS: We ask for **at least a 72 hour minimum notice** be given when placing a bulk pick up order. You will need to pay for half your order prior to the order being picked up & pay your remaining balance the day off. Failure to cancel the order within 24 hours will result in the cancellation fee of the full dollar amount if the order is not picked up at the scheduled time. **All plasticware is upon request** so let us know if you'll need plates, plasticware, serving utensils, or chafers (\$15 per).



Menu options provided are subject to change based on time of day, holidays and times of heavier business. Please notate which menu option you prefer for your event on your contract.

Buffet Menu Options

A beverage station which would include iced tea, water, & lemonade are included (**upon requests for off-site events, & pick-up orders**). To create your buffet, please select 2 proteins and 2 sides

16.00 per person

HOMESTYLE POT ROAST

BONELESS CHICKEN

(blackened, bronzed, or fried)

HONEY GARLIC PORK CHOP

SOUTHERN FRIED PORK CHOP

CHICKEN TENDERS

(blackened, bronzed, or fried)

18.00 per person

FRIED CATFISH

BLACKENED CATFISH FILET

DOWNTOWN CHOPPED STEAK

PARMESAN CRUSTED CHICKEN

TILAPIA

20.00 per person

BISTRO STEAK

(temperature)

GROUPE

blackened or bronzed

14.00 Brunch Options: Choose One

CHICKEN & WAFFLES

(fried tender)

BREAKFAST PLATTER

(scrambled eggs, bacon or sausage, grits or cheese grits,
toast, waffle, biscuits, or pancakes)

SIDES

Crispy Red Skin Potatoes - Vegetable Medley - Macaroni & Cheese - Cheddar Grits -
Broccoli, Rice, & Cheese Casserole - Southern Style Green Beans - Sautéed Squash and Zucchini -
- Rice Pilaf

PREMIUM SIDES

+\$3 per person

Asparagus - Shaved Brussel Sprouts with Bacon & Parmesan Cheese

SALAD SIDES

House Salad: \$3 per person

Caesar Salad: \$3 per person

Strawberry Salad: \$5 per person

DESSERTS

White Chocolate Bread Pudding: \$4 per person

Banana Pudding: \$3 per person

Seasonal Berry Cobbler: \$4 per person

Assorted Cookies \$1.50 per

Cheesecake with Seasonal Berry Topping \$6 per person

Brownie \$2 each

BEVERAGES

Sweet Tea, Unsweet Tea, Lemoade: \$5 per gallon

Coffee Carafe: \$5 per/ feeds 5

stirrirs, creamers, sugars included



Hor D'oeuvres

FINGER FOODS

Chicken Tenders \$1.50 per
fried, bronzed, or blackened with buffalo or
honey mustard

Fried Catfish \$1.50
served with tartar sauce

Shrimp Cocktail \$1.75 per

Meatballs \$1.50
sweet chili, sriracha bbq, teriyaki

Mini Crab Cakes \$70
with bienville sauce
50 crab cakes

Deviled Eggs \$1.50

Fresh Fruit Platter \$50
feeds 15

Veggie Platter \$40
feeds 15

Cheese & Cracker Tray \$40
feeds 15

Surf & Turf Kabobs \$3 per
steak, shrimp, onions, & peppers

SALAD BOWLS

serves 15 - \$35

Pasta Salad

Broccoli Salad

Coleslaw

DIPS

Shrimp Dip \$32

Buffalo Dip \$25

Spinach Dip \$25

served with your choice of tortilla chips
serves 25

DECONSTRUCTED SLIDERS

25 count - \$75

Cheeseburger with topped with lettuce,
tomato, & onion

Pulled Pork slaw, pickles, hickory smoked bbq

Buffalo Chicken served with ranch dressing

HOT PANS

each pan serves 10

Veggie Lasagna \$52

Lasagna \$52

UBK Pasta \$52

Shrimp & Grits \$52

Seafood Gumbo \$64
served with white rice



Building Rental

To reserve our dining room or our event space, we will need to obtain from you a credit card on file with signed contract and a **non-refundable deposit** fee. All private parties must be booked at least **two (2) weeks** in advance to ensure proper staffing for your event. **The Loft accommodates 100 seated guests or 250 standing guests.** A catering manager will contact you the Monday prior to your event to finalize details. If you agree to these terms, please sign here

_____ **Rental Fee:** \$500.00 for two hours up to 3:00pm, \$750.00 for two hours after 3:00pm. Final details must be turned in ten (10) days in advance. If damage is found, you will be responsible for paying the total of the destruction that is to be determined by our maintenance personnel.

_____ **Event Times:** Private dining reservations are for two (2) hours minimum. Additional time will be added service charges

_____ **Service Charge:** \$50 per hour per server. We assign the amount of servers based on the guest count.

_____ **Food/Beverage Minimum:** \$500 during day events before 3pm & \$750 for night events after 3 pm.

_____ **Security:** The fee for security depends on your guest count & event type

_____ **Cancellation Policy:** Card on file will be charged the non-refundable security deposit

_____ **Deposit refund:** Before booking your event, be mindful that unforeseen events occur & your deposit is non-refundable. **Do not book and ask for a refund**

*Due to an increased number of private dining reservations during the month of December, there is an increase in the room rental fee. Event times are subject to change from the above-mentioned in order to accommodate as many holiday guests as possible.

*NO OUTSIDE FOOD OR BEVERAGES ARE ALLOWED with the exception of birthday or wedding cakes. We are the sole caterers for the space

*ALL ROOM CHARGES & SERVICE CHARGES MUST BE PAID ON THE HOST CHECK