



P R I V A T E P A R T Y C A T E R I N G

Thank you for your interest in Beside Bardenay as your event site. Our space is centrally located in downtown Boise within walking distance to hotels and local nightlife. We can accommodate plated dinners for up to 80, buffet dinners for up to 115 and cocktail parties for up to 150. We can host wedding ceremonies for up to 90. It would be our pleasure to accommodate your next business meeting, rehearsal dinner, cocktail or holiday party.

RENTAL PRICING

- Included in your rental is set up, basic staffing and break down. The patio is NOT INCLUDED in the rental. If you would like a quote to add the patio please contact coordinator. (If extra staffing is needed/ requested, it will be charged at an hourly rate.) All rentals are allotted up to five hours for an evening event and three hours for an afternoon or morning. NO confetti, NO glitter, NO sticky nametags (\$100 cleaning fee per violation).
 - ❖ Mornings and Afternoons (ends before 4:00 PM) = \$200.00
 - ❖ Evenings Sunday through Thursday(ends after 4:00 PM) = \$350.00
 - ❖ Friday and Saturday (ends after 4:00 PM) = \$450.00
 - ❖ Wedding Receptions are subject to an additional \$100 fee to accommodate additional setup, breakdown and staffing.
 - ❖ Holidays are subject to additional fees depending on staffing needs and higher minimums.
- All rentals include tables and chairs. Linens are NOT included but can be added for \$65/\$125. Please note: certain floor plans require linens.
- The rental space does NOT include the patio. It is possible to have that space for an additional fee. Please speak with coordinator for details. Guests use the marked side entrance during warmer months.

- The minimum order required is \$500. If that is not hit with food and drink, there is an additional \$100 setup fee incurred. Minimums for weekend holiday parties are higher. Please see coordinator for details. •

MENUS

- We offer plated lunch and dinner menus as well as buffet appetizer, brunch, lunch and dinner menus.
- All meals must be pre set. We can find something to fit your budget.
- Wedding/ birthday cakes /desserts may be brought in at the cost of \$25.
- Plates/ napkins and silverware can be rented for your desserts at the cost of \$.50 per person.
- Cake will be served buffet style. If cutting is requested, a cutting fee of \$.75 per person will be assessed.

Food service is required. If you wish to rent the space to operate the bar only, additional rental fees and staffing fees are required. Please speak with coordinator for details

OUTSIDE CATERING

- Outside catering is permitted only with prior approval; an additional \$200.00 will be added to the rental.
- Any caterer used must be licensed and insured and provide staff for serving and cleaning.
- The use of plates and flatware is not included in the rental with an outside caterer. If your caterer does not supply them, we can rent them to you.
- If you choose to employ an outside caterer, a bar minimum of \$500.00 is required or a \$100.00 bar set up fee is imposed.
- A damage waiver is required in addition to the contract. •

BAR

- We offer a fully stocked bar with all the finishes. You are able to offer your guests an open bar, limited bar or cash bar. Liquor, wine, draft and bottled beer charges are based on consumption.
- We will have two beers on draft along with a varied assortment of bottled beers.
- We provide a house Cabernet, Merlot, Riesling and Chardonnay.
- Discounts are offered with full keg and case wine purchases. If you choose to purchase a keg, the tap handles may be changed. Please let us know your needs.
- ABSOLUTELY NO outside beverages are allowed on the premises. •

DECORATING

- You may decorate the restaurant for your event as long as nails or tacks are not used on wood surfaces.
- Absolutely NO CONFETTI, GLITTER or STICK ON NAMETAGS. If these items are used, there will be a \$100 cleaning fee assessed PER VIOLATION.
- Please speak with the coordinator regarding anything that needs to be hung from the rafters.
- Table linens can be provided at an additional charge (\$60) and are required for certain floor plans.

ENTERTAINMENT

- We offer a full service bar, wireless internet access, and two large TV's.
- Music is supplied via Muzak with 16 different music channels.
- We have an i-pod dock and offer basic cable.
- If needed, we can procure a projector(\$100) and/or a microphone and speaker(s) (\$125) with one weeks' notice.
- Our preferred DJ company is www.rhodesentertainment.com

PARKING

- There are two hourly pay lots located at sixth and grove and one at the Grove Hotel.
- There is a small lot next to our building; the lot is private parking Mon-Friday until 5:00PM. Nights and weekends it is paid parking. Be sure to park in a numbered spot, some spots are reserved at all times.
- Street parking is also available. Parking is metered until 6:00PM Monday through Friday.●

RESERVATIONS

- No date is confirmed until a credit card number is held on file.
- In the event of a cancellation you will forfeit your rental fee.
- If we are able to re- book that date you will be refunded your rental deposit.
- In the event of a no-show, your credit card will be charged for the full cost of your contract.
- You must submit menu choices with guest count TWO WEEKS before your event and a final guaranteed guest count is due no later than 4 business days before your event.
- If a final guest count is not received in advance, your group will be charged in accordance to the guest estimate indicated on the rental contract.
- The final bill is due at the conclusion of your event. A 20% gratuity is added to the final food and beverage totals.

Please email Whitney Shepard, catering@bardenay.com to check availability and for any questions. Thank you !

