



Private Dining Event General Information

Updated 07/01/08

The Four Step Process

- Step One: Set a tentative date & time for the event
- Step Two: Confirm your event by submitting the confirmation form
- Step Three: Declare your menu choices
- Step Four: Declare your final Guest count

This four step process is set up for your convenience and allows plenty of time to organize and make choices. You may complete as many steps as you are comfortable with at any time.

Menu Packages

All lunch and dinner menus include salad, entrée and dessert and with certain menus, appetizers as well. Other appetizers, wines, hosted bar, cash bar and/or open bar are offered at additional charges. (Menus and rate schedules are included with this package.)

Parking

Valet parking is complimentary for all groups Monday – Saturday after 5:00 PM
Valet parking can be provided at any other time at a cost of \$125.00. (Please provide at least 48 hrs notice)

Audio Visual Equipment

We offer the following items at competitive prices.

- Televisions
- VCR/DVD Players
- LCD Projectors
- Projection Screens
- Laptop Computers

Cakes, Flowers & Decor

We have established relationships with several area vendors and would be happy to make arrangements on your behalf. We convey only the actual cost to you.

Booking an Event on Short Notice

We have the ability to execute private dining events with only 7 days notice providing you are willing and able to submit the "Confirmation of Private Dining Event" form and the "Declaration of Menu Choices" form on the same day of your first contact with us.

We also have the ability to execute private dining events with only 48 hours notice providing you are willing to let us designate the menu to be served and you submit the "Confirmation of Private Dining Event" form immediately.

We look forward to accommodating your group and all of your needs.

Please call our Office Manager at 256-704-5555 ext 0 to get your event booked.



Private Dining Event Information & Agreement

Establishing the name, date and time for your event

The first point of contact in the booking process is our office manager at 704-5555 ext.0

They will:

- Talk with you about available dates and times.
- Gather some preliminary information about your event
- Make a complete "Private Dining Event Package" available to you as needed
- Set tentative reservations to assure your space will be available
- Change tentative dates to confirmed ones
- Contact you if another group is ready to confirm a date you hold as tentative
- Help you establish a name for your event that every one in your group will identify with.

Important Deadlines to Remember

Private Dining contract submitted and event confirmed	At least 14 calendar days prior to event
Menu choice submitted	At Least 7 calendar days prior to the event
Final Confirmed number of guests	At least 48 hours prior to the event
Cancellation of your event	At least 48 hours prior to the event

Selecting your menu

We offer 8 pre-set dinner and 4 pre-set lunch menus covering a wide variety of entrees and price ranges.

All menus include salad, choice of entrée and dessert and in some cases appetizers

You may also choose from over one dozen additional ala-carte Hors D' Oeuvres.

We will be flexible to requests for minor substitutions from menu to menu. (Some may incur additional charges.)

A vegetarian dish will be available upon request for any menu.

Details regarding liquor, beer and wine are provided in this package.

Food & Beverage minimums

Lunch Events

A guarantee of the total number of guests will be imposed. (No dollar minimum)

Charges will be based on the final confirmed number of guests not the actual in attendance.

Dinner Events

\$500.00 for our small room. (Up to 14 people; 12 when audio /visual equipment is used)

\$1200.00 for our large room. (Up to 42 people)

\$1700.00 for both rooms. (Up to 56 people)

In the event your party does not meet the spending minimum a room charge will be applied.

The room charge will be equal to 80% of the deficit.

Cancellation of your event

You may cancel your event provided you submit the enclosed cancellation form, by fax, at least 48 hours prior to the date of your event.

A cancellation fee equal to one third of the sales minimum will be charged if the above condition is not met.

Contact Numbers

Fax for contracts, menu choices, final guest counts & cancellations

256-704-5562

Banquet booking & coordination...Office Manager

256-704-5555 ext 0

Chophouse Maitre D'

256-704-5555 ext 3



Cocktail Hors D' Oeuvres

Chilled Shrimp Cocktail
\$29/ dz.

Miniature Maryland Crab Cakes
\$24/ dz.

**Smoked Salmon Canapés with Dill, Capers
and Cream Sauce**
\$22/ dz.

Crisp Chicken Spring Roll
\$31/ dz.

Cold Water Oysters on the half Shell
\$31/ dz.

Grilled Chicken Satay
\$23/ dz.

**Cajun Quesadillas with Andouille Sausage,
Pepper Jack Cheese & Cilantro Salsa**
\$20 dz.

**Chicken Fingers with Green Mountain Honey
Mustard Dipping Sauce**
\$25/ dz.

**Zesty Blue Crab Dip with Crispy Tortilla
Chips**
\$22/ ½ Lb.

**Fried Calamari with House Remoulade and
Spicy Cocktail Sauces**
\$22/ ½ Lb.

**Pastrami Cured #1 Tuna with Asian Dipping
Sauces**
\$24/ ½ Lb.

Seasonal Cold Fresh Seafood Tower
\$13/Person

**Vegetable Crudités with Assorted Dipping
Sauces Or Assortment of Imported and
Domestic Cheeses**
\$5/ Person

Beluga, Sevruga or Ossetra Caviar Service
Market Price

Menu I

Salad

Mixed Organic Baby Greens with
Balsamic Vinaigrette

Entrees

(Choice of One Per Person)

**Pan Roasted Ashley Farm's Free
Range Chicken**

Pan Seared and Roasted with
Mushroom Sage Goat Cheese Stuffing,
Garlic Mashed Potatoes & Green Beans

Cedar Planked Salmon

Fresh Atlantic Salmon roasted on Cedar
with Fresh Ginger & Sherry, Sautéed
Spinach & Sticky Rice

Iowa Duroc Pork Loin Chop

Served with Natural Jus, Green
Beans & Garlic Mashed
Potatoes

Dessert

Chefs Choice of Dessert

\$41/ person

Does not include Tax and 20% Gratuity



Menu 2

Salad

Mixed Organic Baby Greens with
Balsamic Vinaigrette

Entrees

(Choice of One Per Person)

Sautéed Maine Diver Sea Scallops
Served with a Cream Anise Spinach Sauce
Seasoned with Bacon, Roasted New
Potatoes and Asparagus

**Pan Roasted Ashley Farm's
Free Range Chicken**
Pan Seared and Roasted with
Mushroom Sage Goat Cheese Stuffing,
Garlic Mashed Potatoes & Green Beans

Iowa Duroc Pork Loin Chop
Served with Natural Jus, Green
Beans & Garlic Mashed
Potatoes

6oz Filet Mignon
Served with Natural Jus, Green
Beans & Garlic Mashed Potatoes

Dessert

Chefs Choice of Dessert

\$45/ Person

Does not include Tax and 20% Gratuity

Menu 3

Appetizers

Shared Towers of Chefs Daily Selections
of Hors D' Oeuvres

Salad

Mixed Organic Baby Greens with
Balsamic Vinaigrette

Entrees

(Choice of One Per Person)

Broiled Maryland Style Crab Cakes
Served with Green Mountain Honey Mustard
Sauce, Green Beans & Garlic Mashed Potatoes

**Pan Roasted Ashley Farm's
Free Range Chicken**
Pan Seared and Roasted with
Mushroom Sage Goat Cheese Stuffing,
Garlic Mashed Potatoes & Green Beans

New Zealand Rack of Lamb
Served with Natural Jus, Green Beans & Garlic
Mashed Potatoes

6oz Filet Mignon
Served with Natural Jus, Green
Beans & Garlic Mashed Potatoes

Dessert

Chefs Choice of Dessert

\$53/ Person

Does not include Tax and 20% Gratuity



Menu 4

Appetizer

Shared Towers of Chefs Daily Selections
of Hors D' Oeuvres

Salad

Mixed Organic Baby Greens with
Balsamic Vinaigrette

Entrée

(Choice of One Per Person)

Sautéed Maine Diver Sea Scallops

Served with a Cream Anise Spinach Sauce
Seasoned with Bacon, Roasted New
Potatoes and Asparagus

Grilled New Zealand Red Deer

Wood Fired & Served with Hunter Sauce,
Buttered Green Beans
& Garlic Mashed Potatoes

Braised Jumbo Lamb Shank

Served with Natural Jus, Green Beans over
Garlic Mashed Potatoes

6oz Filet Mignon

Served with Natural Jus, Green Beans & Garlic
Mashed Potatoes

Dessert

Chefs Choice of Dessert

\$57/ Person

Does not include Tax and 20% Gratuity

Menu 5

Appetizer

Shared Towers of Chefs Daily Selections
of Hors D' Oeuvres

Salad

Mixed Organic Baby Greens with
Balsamic Vinaigrette

Entrée

(Choice of One Per Person)

Broiled Maryland Style Crab Cakes

Served with Green Mountain Honey Mustard
Sauce, Green Beans & Garlic Mashed Potatoes

**Pan Roasted Ashley Farms
Free Range Chicken**

Pan Seared and Roasted with Mushroom Sage
Goat Cheese Stuffing, Green Beans &
Garlic Mashed Potatoes

Cedar Planked Salmon

Fresh Atlantic Salmon roasted on Cedar
with Fresh Ginger & Sherry, Sautéed
Spinach & Sticky Rice

22oz Bone-In Ribeye

Served with Natural Jus, Green Beans & Garlic
Mashed Potatoes

10oz Filet Mignon

Served with Natural Jus, Green Beans & Garlic
Mashed Potatoes

Dessert

Chefs Choice of Dessert

\$67/ Person

Does not include Tax and 20% Gratuity



Menu 6

Appetizers

Shared Towers of Chefs Daily Selections of Hors D' Oeuvres

Salad

Mixed Organic Baby Greens with Balsamic Vinaigrette

Entrée

(Choice of One Per Person)

Cedar Planked Salmon

Fresh Atlantic Salmon roasted on Cedar with Fresh Ginger & Sherry, Sautéed Spinach & Sticky Rice

Pan Roasted Ashley Farms Free Range Chicken

Served with Mushroom Sage Goat Cheese Stuffing, Green Beans & Garlic Mashed Potatoes

New Zealand Rack of Lamb

Served with Natural Jus, Green Beans & Garlic Mashed Potatoes

6oz Filet Mignon

Served with Natural Jus, Green Beans & Garlic Mashed Potatoes

Dessert

Chefs Choice of Dessert

\$62/ Person

Does not include Tax and 20% Gratuity

Menu 7

Appetizers

Shared Towers of Chefs Daily Selections of Hors D' Oeuvres

Salad

Mixed Organic Baby Greens with Balsamic Vinaigrette

Entrees

(Choice of One Per Person)

Grilled Jumbo Fresh Water Shrimp

Farm Raised Prawns with Remoulade, Green Beans & Garlic Mashed Potatoes

Iowa Duroc Pork Loin Chop

Served with Natural Jus, Green Beans & Garlic Mashed Potatoes

10oz Filet Mignon

Served with Natural Jus, Green Beans & Garlic Mashed Potatoes

Pan Roasted Ashley Farms Free Range Chicken

Served with Mushroom Sage Goat Cheese Stuffing, Green Beans & Garlic Mashed Potatoes

Dessert

Chefs Choice of Dessert

\$63/ Person

Does not include Tax and 20% Gratuity



Menu 8

Chef's Table

(Available for parties of 14 or less only)

This is a wonderful way to experience the delightful creations of the Chefs
Here at Washington Square.

This is a Five Course Dinner. The Chef chooses a selection of the days
Finest Seafood and Incredible Cuts of Meat and serves them with a
combination of fresh vegetables along with mouth watering
Sauces and accompaniments.

All we need to know is any dietary or medical needs of the
guests that will be joining us for the evening, sit back relax
And enjoy your dining experience.

\$94/ Person

Does not include Tax and 20% Gratuity

We will be happy to accompany wine selections with
each course to make your dining experience as care free as we can.
So you can sit back and enjoy the evening
Decision free.

Market Value

Does not include Tax and 20% Gratuity



Lunch Menu 1

Salad

Mixed Organic Baby Greens with
Balsamic Vinaigrette

Entrée

Pork Tenderloin

Grilled Pork Tenderloin served with
Mashed Potatoes, Green Beans,
& Sweet Chili Glaze

Dessert

Chef's Choice

\$28/ Person

Does not include Tax and 20% Gratuity

Lunch Menu 2

Salad

Mixed Organic Baby Greens with
Balsamic Vinaigrette

Entrée

(Choice of One Per Person)

Chicken Alfredo

Grilled Chicken Breast served over pasta
tossed in a creamy Garlic Alfredo with
Parmesan Cheese

Shrimp & Grits

Stone Ground Cheese Grits
Topped with Sautéed Shrimp & Broccoli.

Dessert

Chef's Choice

\$31/ Person

Does not include Tax and 20% Gratuity



Lunch Menu 3

Salad

Mixed Organic Baby Greens with
Balsamic Vinaigrette

Entrée

(Choice of One Per Person)

**Certified Angus Beef®
Butcher's Tender**

Grilled 8oz. Sirloin with Mashed Potatoes,
Green Beans & Mushroom Gravy

Herb Crusted Salmon

Grilled Salmon served with
Wild Rice, Broccoli, & Creole Mustard Sauce

Dessert

Chef's Choice

\$31/ Person

Does not include Tax and 20% Gratuity

Lunch Menu 4

Appetizers

Shared Towers of Chefs Daily Selections
of Hors D' Oeuvres

Salad

Mixed Organic Baby Greens with
Balsamic Vinaigrette

Entrée

(Choice of One Per Person)

**Certified Angus Beef®
Butcher's Tender**

Grilled 8oz. Sirloin with Mashed Potatoes,
Green Beans & Mushroom Gravy

Shrimp & Grits

Stone Ground Cheese Grits
Topped with Sautéed Shrimp & Broccoli

Chicken Cordon Bleu

Grilled chicken with ham and Swiss cheese,
topped with Honey Dijon sauce and served with
mashed potatoes and green beans

Dessert

Chef's Choice

\$39/ Person

Does not include Tax and 20% Gratuity



Hosted Bar (Hourly Packages)

	1 Hour	2 Hours	3 Hours	4 Hours	5 Hours
Well Brands	13.00	20.00	25.00	31.00	35.00
Call Brands	15.00	24.00	29.00	35.00	39.00
Premium	18.00	27.00	32.00	38.00	42.00
Domestic Beer and House Wine	13.00	19.00	22.00	26.00	30.00

Bar Prices does not include Tax and Gratuity
Staffed Bar Charge @ \$125 per Bar

Brands of Liquor

Wells Brands

- Smirnoff Vodka
- Gordon's Gin
- Bacardi Light Rum
- Jim Beam Bourbon
- Grant's Scotch
- Jose Cuervo Tequilla

Call Brands

- Absolut Vodka
- Beefeater Gin
- Bacardi Light Rum
- Jack Daniels
- Seagrams 7 Canadian
- J & B Scotch
- Jose Cuervo Tequilla

Premium Brands

- Grey Goose Vodka
- Bombay Sapphire Gin
- Mount Gay Barbados Rum
- Maker's Mark Bourbon
- Crown Royal Canadian
- Chivas Regal Scotch
- Jose Cuervo 1800 Tequilla

Cordials

- Amaretto Di Saronno
- Bailey's Irish Cream
- B & B
- Chambord
- Frangelico
- Godiva
- Grand Marnier
- Kahlua
- Sambuca
- Tia Maria



Confirmation of Private Dining Event

(Submit this form at least 14 calendar days prior to your event)

Event Name _____ Company _____

Event Day of the Week _____ Event Date _____

Start Time _____ PM AM Serving Time _____ PM AM

Type of Event _____ Number of Guests _____

Event Coordinator/Contact _____

Primary Phone Number _____

Secondary Phone Number _____

Fax Number _____

E-mail contact _____

Audio Visual Needs TV VCR/DVD Laptop LCD Projector Projection Screen

A/V Details _____

Outside Services Cakes Flowers Décor Other Rentals

O/S Details _____

Credit Card Information

Card Type: Master Card/Visa American Express Diners Club Discover

Card Number _____

Card Holder Name (exactly as it appears on the card) _____

Expiration Date _____ Signature of Card Holder _____

I have read, understand and agree with the terms and conditions of the "Private Dining Event" Information & Agreement sheet.

I further agree that submittal of this form by fax authorizes Washington Square Group, INC. to charge the above credit card for this event including all food, beverages, alcohol, audio visual, outside services, taxes, gratuity, room minimum deficit and/or event cancellation fee should cancellation be necessary.

Signature of Authorized Representative

Date

Fax to our Office Manager @ 256-704-5562



Cancellation of Private Dinning Event

(Do not submit this form unless you are canceling your event)

(Submit this form at least 48 hours prior to the date of your event to avoid a cancellation fee.)

Event Name _____ Company _____

Event Day of the Week _____ Event Date _____

Start Time _____ PM AM Serving Time _____ PM AM

Type of Event _____ Number of Guests _____

Event Coordinator/Contact _____

Primary Phone Number _____

Secondary Phone Number _____

Fax Number _____

E-mail contact _____

Signature of Authorized Representative

Date

Fax to our Office Manager @ 256-704-5562



Declaration of the Final Number of Guests

(Submit this form at least 48 hours prior to the date of your event)

Event Name _____ Company _____

Event Day of the Week _____ Event Date _____

Start Time _____ PM AM Serving Time _____ PM AM

Type of Event _____ Number of Guests _____

Event Coordinator/Contact _____

Primary Phone Number _____

Secondary Phone Number _____

Fax Number _____

E-mail contact _____

Our final declaration of the number of guests, subject to billing, for the above event is:

_____ Guests
(Enter the number here)

Signature of Authorized Representative

Date

Fax to our Office Manager @ 256-704-5562