



THE OFFICE
private events

SPECIAL EVENTS PACKAGE

The Office is a full-service private event space that specializes in creating unique events that satisfy the client's most intricate needs. The venue is centrally located in the Upper Market neighborhood, and sits above its sister bar, Churchill.

Known for its hand crafted cocktails, premier spirits and beer selection, the space boldly combines class and sophistication in a laid-back atmosphere. With room for up to 80 people, guests have plenty of space for drinking, dancing, eating and entertaining. From casual evenings to formal receptions, rental options of all different types are available.



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FEATURES

- + Private Entrance
- + Full Bar
- + Full Kitchen
- + Private Bathrooms
- + Shuffleboard
- + 3 Flat Screen TVs
- + Projection Screen
- + Audio System with iPod Hook Up
- + Live Music Hookup

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RENTAL AGREEMENT

A small facility fee grants full use of The Office's amenities as well as all staffing requirements. This fee covers the use of the venue's doorman, security, bartenders, bussers and clean-up. A modest bar minimum will be determined based on your event's date, time and number of guests.

FOOD

The Office provides a variety of food menus to choose from. Our Event Coordinator can help you create a menu at no additional fee. The Office also allows outside food pending a \$200 agreement.

MUSIC & ENTERTAINMENT

The Office can coordinate a variety of musical and entertainment recommendations. All music and entertainment is welcome pending preapproval by



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CONDUCT & LIABILITY

The Office reserves the right to remove any guest due to their conduct.

We ask that the host make sure his/her guests drink responsibly. During the event, the host is responsible for any loss or damages to The Office.

COVER COUNT

Regardless of the number of guests that officially attend your event — contracted food and bar costs must be met.

SCHEDULING

The host must vacate The Office at the agreed upon time. Should there be availability to extend the event's time, The Office is happy to accommodate, pending approval and additional payment.

CREDIT APPROVAL

To guarantee your date, The Office runs a \$500 hold on the host's credit card.

CANCELATION AGREEMENT

Hosts have thirty days prior to their scheduled event to cancel and avoid fees. Should the host cancel anytime afterwards, they will forfeit their \$500 deposit. Please note that when ordering food through The Office, the host is subject to cover any cancellation food costs based on outside vendor's policy. The host will be given ample notice of their food cancellation timeline from the Event Coordinator. (This cancellation detail also applies to outside entertainment agreements.) The Office thanks you for your cooperation and looks forward to providing you with an impressive and memorable event.



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HOSTED BAR

Bar Packages include liquor, red and white wine, imported and domestic beers and soft drinks. All charges are per person and based on the agreed upon guest count. 18% gratuity will be added to the final hosted bar price.

BAR PACKAGES

Package One:

Includes beer, wine, and well cocktails.

1 hr/\$20 pp, 2 hrs/\$26 pp, 3 hrs/\$32 pp,
4 hrs/\$38 pp, 5 hrs/\$44 pp, 6 hours/ \$50pp

Package Two:

Includes beer, wine, full bar and The Office's specialty cocktails.

1hr/\$25 pp, 2hrs/\$34 pp, 3hrs/\$43 pp,
4hrs/\$50 pp, 5hrs/\$55 pp 6hrs/\$65 pp

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SAMPLE COCKTAIL MENU

212

Tequila, Aperol, Grapefruit juice

SOUTHSIDE

Raynal VSOP, Smith & Cross Rum, Lime, Sugar, Mint, Soda

RUM MANHATTAN

Dark Rum, Sweet Vermouth, Maraschino, Orange Bitters

REVOLVER

Whiskey, Firelit, Orange Bitters

GIMLET

Vodka or Gin, Lime, Simple, Cucumber

CAPE DAIQUIRI

Pampero Anniversario Rum, Rooibos Syrup, Lime, Angostura,

Orange Peel

BEE'S KNEES

Gin, Honey, Lemon, Crème Violette

WARD 8

Whiskey, Lemon, Orange, House-made grenadine