

Paschal's Private Events | The LOFT at Castleberry Hill | Clarion Inn and Suites







Russell Hospitality Campus offers historic dining experience featuring southern specialties and three event sites with multiple private spaces to meet any event needs.

We are your perfect choice, we look forward to serving you!

PASCHAL'S RESTAURANT

ROBERT & JAMES (RJ)

Seated Capacity: 26

Food & Beverage Minimum (Monday-Thursday): **\$500**Food & Beverage Minimum (Friday & Saturday): **\$700**Sunday's this room is not available due to brunch

MAYNARD JACKSON (MJ)

Seated Capacity: 100

Food & Beverage Minimum (Sunday-Thursday): **\$1200** Food & Beverage Minimum (Friday & Saturday): **\$2000**

MAYNARDJACKSON Divided East/Front

Seated Capacity: 60

Food & Beverage Minimum (Sunday-Thursday): **\$1000** Food & Beverage Minimum (Friday & Saturday): **\$1500**

MAYNARD JACKSON Divided West/Back

Seated Capacity: 40

Food & Beverage Minimum (Sunday-Thursday): **\$850** Food & Beverage Minimum (Friday & Saturday): **\$1200**

OVERLOOK

Seated Capacity: 40

Sunday – for brunch participants \$150 set up fee Food & Beverage Minimum (Sunday - Thursday): **\$750** Food & Beverage Minimum (Friday & Saturday): **\$1000**

LACARROUSEL LOUNGE

Seated Capacity: 25 I Reception Capacity: 40 Food & Beverage Minimum (Sunday-Thursday): **\$750** Food & Beverage Minimum (Friday & Saturday): **\$1000**

Use of Outdoor Patio Space: \$150

ENTIRE VENUE BUY-OUT

Information available upon request

The LOFT at Castleberry Hill

FAIR ROOM

Seated Capacity: 80 Reception: 125

Food & Beverage Minimum (Sunday-Thursday): **\$2000** Food & Beverage Minimum (Friday & Saturday): **\$3000**

CANVAS ROOM - Lower Level

Seated Capacity: 60 Reception: 80

Food & Beverage Minimum (Sunday-Thursday): **\$1500** Food & Beverage Minimum (Friday & Saturday): **\$2000**

CANVAS ROOM - Lounge

Seated Capacity: 50 Reception 60

Food & Beverage Minimum (Sunday-Thursday): **\$1000** Food & Beverage Minimum (Friday & Saturday): **\$1500**

CANVAS ROOM Combined Lounge and Lower Level

Seated Capacity: 60 (Lower Level) 50 (Lounge) Total 110

Food & Beverage Minimum (Sunday-Thursday): **\$2500** Food & Beverage Minimum (Friday & Saturday): **\$3500**

THE LOFT ENTIRE VENUE

Seated capacity: 200 Reception: 350 Flow Food & Beverage Minimum (Sunday-Thursday): **\$5000** Food & Beverage Minimum (Friday & Saturday): **\$6000**

CLARION INN AND SUITES OUTDOOR COURTYARD

Seated Capacity: 50 Reception Capacity: 75 Food & Beverage Minimum (Sunday-Thursday): **\$750** Food & Beverage Minimum (Friday & Saturday): **\$1000**

THE UNDERGROUND MEETING SPOT

Seated Capacity: 50 Reception Capacity: 75 Food & Beverage Minimum (Sunday-Thursday): **\$1000** Food & Beverage Minimum (Friday & Saturday): **\$750**

SPACE CAPACITY and PRICING

- •••• Food and beverage minimums apply to all spaces. If minimum is not met, the remainder balance is applied as space rental.
- Food and Beverage is subject to 21% Service Charge and 8.9% Sales Tax.
- Spaces are reserved for 3 to 4 Hour Window. Additional fees would apply if more time is requested.
- •••• A one-hour set up time is reserved with your contract. All venues respect the noise curfews for each space.

DEPOSIT

- **50%** of the food and beverage minimum due to reserve space.
- Event space is NOT **reserved** until deposit is processed.
- Event space is available on a **First Come First Serve** basis. **NO** tentative holds.
- Events less than 15 DAYS from event date require 100% payment.

PAYMENTS

- **50%** of total contract amount due **60 DAYS** prior to event.
- Final payment due **7 days** prior to event.
- Events are subject to cancellation if scheduled payments are not received.
- **** All major credit cards, checks, and cash accepted for payment.
- •••• NO checks accepted less than 15 DAYS from event date.
- **** \$50 fee for all returned checks.
- If minimum is not met, the remainder balance is applied as space rental.

CANCELLATION

- **Events** All deposits and payments are non-refundable.
- •••• All other monies paid before or after 60-day cancellation are non-refundable in the event of cancellation.
- Events may be postponed and take place within 6 months if event day.
- Postponed date will be based on availability.
- •••• All previously paid monies will be applied to the rescheduled event date.
- If event is not rescheduled within 6 months, all monies including deposit will be forfeited.

ADDITIONALEVENT SERVICES

Courtesy Office \$85 Each (Required for The LOFT events)

Cake Service \$50 (Cake Cutting and service)

Chef Attendant \$100 per attendant: 1 per action or carving station

Wine or Hors d'oeuvres Passer \$75 per passer | 1 per 30 guests

Bartender \$100 per bartender|1 per 75 ppl

Additional Event Hours \$100 to \$300 per hour (Based on Venue and end time)

Wedding Ceremony \$500: 1 additional hour, 1 hour rehearsal, & room flip

Audiovisual Services \$50 Screen

\$100 LCDProjector

\$50 Podium and Microphone

Clean-up fee \$100 (for non-permitted items and required extra time)

Event Parking Complimentary Parking

CATERING MENUS

BREAKFAST and BRUNCH

GOOD DAY ATLANTA \$15 PER PERSON

Assorted Pastries, Muffins, Bagels, Cream Cheese and Sweet Butter, Preserves Orange Juice, Hot Tea, Coffee and Water Station

CASTLEBERRY KITCHEN BUFFET | 20 guests minimum

\$25 PER PERSON

Creamy Southern Grits, Scrambled Eggs, Applewood Bacon, Turkey Sausage Buttermilk Biscuits with Sweet Butter and Preserves Orange Juice, Coffee, Hot Tea and Water Station

BRUNCH BUFFET | 20 guests minimum

\$33 PER PERSON

Creamy Southern Grits, Scrambled Eggs, Applewood Bacon, Turkey Sausage Buttermilk Biscuits with Sweet Butter and Preserves Waffles with Seasonal Berries and Cream, Butter and Syrup (Chef Attendant Required) House Salad, Paschal's 1947 Fried Chicken, Roasted Potatoes Orange Juice, Coffee, Hot Tea, Sweet Iced Tea and Water Station

SNACK BREAKS

MILK and SWEETS \$8 PER PERSON

Fresh Baked Cookies and Brownies served with Milk

CHIPS and DIPS \$10 PER PERSON

Ruffle Potato Chips, Salted Pretzels, Crispy Tortilla Chips with French Onion Dip and Garden-Fresh Salsa

POWER START \$12 PER PERSON

Seasonal Fruit Display, Assorted Yogurts, Granola Bars and Assorted Nuts

BEVERAGE BREAK

Soft Drinks \$3 EACH
Bottled Water \$3 EACH
Assorted Juice \$3 EACH

DESSERTS BREAK | Select 1 \$6 PER PERSON

Paschal's Famous Peach Cobbler Sweet Potato Pie Pecan Pie

Bread Pudding, Rum Sauce Strawberry Shortcake Pecan Brownies

Chef's Choice of Assorted Cakes

SOUTHERN BUFFET | 20 guests minimum

3 Entrées | 3 Sides \$32 PER PERSON
2 Entrées | 2 Sides \$28 PER PERSON
Kids | 10 and under \$12.95 PER CHILD

Buffet Includes| House Salad with choice of 2 Dressings, Corn Muffins and Rolls, Paschal's Famous Peach Cobbler, Sweet Iced Tea and Water

ADDITIONAL Entrée \$6 | Sides \$4 | Dessert \$6

ENTRÉE SELECTION | Select 2 or 3

Paschal's 1947 Fried Chicken Oven Roasted Chicken

Honey Glazed Ham Blackened Tilapia Vegetable Pasta

Add \$4 per person:

Roast Beef with Au Jus Gravy

Grilled Salmon

VEGETARIAN OPTIONS

Sweet & Sour Tofu over Quinoa Portobello Mushroom, Sautéed Vegetable

Vegetable Quinoa Tofu Stir-Fry, Tamarind Coconut Sauce

SIDES | Select 2 or 3

Roasted Yukon Potatoes Vegetable Medley Candied Yams
Slow Cooked Green Beans Macaroni & Cheese Collard Greens
Mashed Potatoes Cornbread Dressing Rice Pilaf

Fire Roasted Corn Black Eyed Peas Sautéed Asparagus

THEMED BUFFETS | Select 1

\$32PER PERSON

Served with House or Caesar Salad, Paschal's Famous Peach Cobbler and Sweet Iced Tea No Modifications. 20 guests minimum

Can be Buffet or Action Stations - Action Station requires Chef Attendant

SOUTH OF THE BORDER

Chicken and Steak Fajita Bar with Soft Tortillas, Spanish Rice, Fire Roasted Corn and all of the fixings!

CLASSIC ITALIAN

Caesar Salad, Meat Lasagna, Spinach Alfredo Pasta, One Side Item and Garlic Bread

BIG EASY

Bourbon Glazed Chicken, Andouille Sausage & Shrimp Étouffée served with Red Beans and Rice, Fire Roasted Corn, and Corn Muffins

BACKYARD BBQ

Jack Daniels BBQ Glazed Chicken and Pulled Pork, Southern Style Potato Salad and Brown Sugar Baked Beans and Dinner Rolls and Corn Bread

PLATED | 15 guests minimum

Plated Meals Indudes | Salad, Entrée, Vegetable, Starch, Basket of Corn Muffins and Rolls and Sweet Iced Tea

SALAD | Select 1

Mixed Greens Tomatoes, Cucumbers, Croutons with Ranch and Vinaigrette Dressing **Iceberg Wedge** Chopped Tomatoes, Cucumbers, Bacon Crumbles, Bleu Cheese, Ranch Dressing

ENTREE | Select 1 \$32 PER PERSON

Blackened Tilapia

Southern Fried Tilapia

Oven Roasted Chicken

Paschal's 1947 Fried Chicken

Vegetable Quinoa

\$38 PER PERSON

Grilled Atlantic Salmon

Herb Roasted Lemon Chicken

8oz Chicken Breast Marsala

Blackened Catfish, Grilled Shrimp and Creole Sauce

Portobello Mushroom, Sautéed Vegetable

\$45 PER PERSON

12oz. Ribeye

Filet of Beef and Crab Cake

Grilled Twin Pork Chops

Vegetable Wellington

SIDES | Select 2

Roasted Yukon Potatoes Candied Yams Mashed Potatoes Slow Cooked Green Beans

Macaroni & Cheese Rice Pilaf Vegetable Medley Collard Greens

Cornbread Dressing Black Eyed Peas

DESSERTS | Select 1 \$6 PER PERSON

Paschal's Famous Peach Cobbler Sweet Potato Pie Pecan Pie

Bread Pudding, Rum Sauce Strawberry Shortcake Pecan Brownies

Chef Choice of Sliced Cake

HORS D'OEUVRES

Hors d'oeuvresare served 2-3 pieces per person

DISPLAY STATIONS

\$7 PER PERSON|PER SELECTION

Domestic and Imported Cheese Display

Seasonal Fruits and Berries Display

Seasonal Vegetable Crudités, Ranch Dressing

Cajun Party Wings with Ranch Dressing

Hot Spinach and Artichoke Dip **SELECT 1**| Tortilla Chips | Baguettes

\$8 PER PERSON | PER SELECTION

Crab Dip, Pita Rounds

Roasted Vegetable Board, Balsamic Glaze

\$10 PER PERSON | PER SELECTION

Gourmet Cheese Board, Dried Fruits, Nuts and English Crackers

INDIVIDUAL SERVINGS

\$7 PER PERSON|PER SELECTION

Baked Brie in Puff Pastry Brown Sugar Drizzle, Honey and Toasted Almonds

Chilled Pasta Salad

BBQ Beef or Turkey Meatballs

Chicken Tenders, Honey Mustard

Mini Quiche Lorraine

Vegetable Egg Rolls, Sweet and Sour Sauce

Bruschetta with Plum Tomatoes, Goat Cheese, Basil, Balsamic Glaze Drizzle

Santé Fe Chicken Egg Rolls, Avocado Ranch Dipping Sauce

\$8 PER PERSON | PER SELECTION

Coconut Shrimp, Sweet and Sour Sauce | Chilled or Hot

Vegetable Pasta with Red Pepper Alfredo Sauce

Shrimp served with Lemons and Cocktail Sauce **SELECT 1** | Chilled I Grilled

Mushroom with Lump Crab Meat or Spinach and Goat Cheese

Chicken Skewers SELECT 1 Caribbean | Portobello Wine Sauce | Thai Peanut

\$10 PER PERSON | PER SELECTION

Petite Crab Cakes, Remoulade Sauce

Mini Beef Wellingtons

Spicy Shrimp, Andouille Sausage and Vegetable Skewers, Creole Mustard

Angus Flank Beef Skewers with Asian Teriyaki or Lemon Rosemary Sauce

Blackened Salmon Squares

CARVERY and ACTION STATIONS

Minimum 50 quests | Available as an add on with Hors d'oeuvres or Buffets | Chef Attendant required

CARVERY

Smoked Turkey Breast, Dijon Mustard and Cranberry Sauce

Honey Glazed Ham with Dijon Honey

Roast Beef, Au Jus and Horseradish Sauce

Herb Crusted Beef Tenderloin, Classic Béarnaise Sauce

\$10 PER PERSON

\$10 PER PERSON

\$11 PER PERSON

\$16 PER PERSON

Each carvery is served with Assorted Rolls and Appropriate Condiments

ACTION STATIONS

THE GARDEN PATCH Chef attendant not required

\$10 PER PERSON

The ultimate salad bar!

Served with a combination of Field Greens, Romaine, and Spinach; topped with your choice of: Grilled Chicken, Avocados, Shaved Parmesan, Tomatoes, Cheddar Cheese, Eggs, Cucumbers, Dried Cranberries, Goat Cheese, Bacon, Crushed Walnuts, Artisan Garlic Croutons and dressed with your choice of Creamy Ranch, Balsamic Vinaigrette or Caesar Dressings

PASTA ITALIANO \$10 PER PERSON

Tortellini and Penne Pasta| topped with your choice of | Roasted Vegetables, Spinach, Grilled Chicken, Shrimp, Sundried Tomatoes and Fresh Parmesan Cheese and Crusty Italian Bread SELECT 2 | Three Cheese Alfredo | Roasted Vegetable Marinara | Pesto Cream

MASH-TINI BAR \$10 PER PERSON

Red Skinned Mashed Potatoes and Sweet Potatoes topped with your choice of: Bacon, Cheddar Cheese, Sour Cream, Chives, Onions, Mushrooms, Brown Sugar and Cinnamon Butter SELECT 2: Traditional Brown Gravy | Seafood Gravy | Tangy Cheddar or Beer Sauce

MEXI-LOCO \$12 PER PERSON

Add a little fiesta to your menu!

Black Beans, Roasted Red Peppers, Sautéed Onions and Peppers mixed with Grilled Chicken and marinated Skirt Steak served with Shredded Cheddar Cheese, Tomatoes, Guacamole, Salsa, Lettuce, Sour Cream, Taco Shells and Warm Tortillas

CLASSIC SHRIMP AND GRITS

\$10 PER PERSON

A southern classic...Remixed!

The flavors of New Orleans with the homemade goodness of Grilled Shrimp, Sautéed Vegetables and Southern Style Grits served in a martini glass

"OFF THE WALL" FRIED CHICKEN AND WAFFLES

\$12 PER PERSON

Paschal's 1947 Fried Chicken and Waffles offered with Whipped Cream, Maple Syrup and Sweet Butter **SELECT 1**| Strawberry Compote | Peach Compote

BEVERAGE SERVICES

OPEN | HOSTED BAR Unlimited drinks paid by the host. Priced per person, based on guest guarantee. 25 people minimum.

DRINK TICKET Drinks are paid by the host. Priced perticket.

CONSUMPTION BAR Drinks paid by host, based on what is consumed per drink. The amount is paid in advance by the host.

CASH BAR Drinks are paid by the individual guest

	HOUSE BRANDS	CALL BRANDS	PREMIUM BRANDS
BOURBON	McCormicks	Jack Daniels	Makers Mark
GIN	Mr. Boston	Tanquery	Bombay Sapphire
RUM	Ron Carlos	Bacardi	Bacardi
SCOTCH	Dewars White	Johnny Walker	Chivas Royal
TEQUILA	Pepe Lopez	Jose Cuervo	Patron
VODKA	Mr. Boston	Absolute	Grey Goose
WHISKEY	Old Turkey	Seagrams 7	Crown Royal
COGNAC			Hennessey

OPEN | HOSTED BAR PRICES

	BEER WINE	HOUSE	CALL	PREMIUM
1-Hour Service	\$9	\$10	\$12	\$14
2-Hour Service	\$18	\$20	\$24	\$28
3-Hour Service	\$27	\$30	\$36	\$42
4-Hour Service	\$36	\$40	\$48	\$56
Each Additional Hour	\$ 9	\$10	\$12	\$14
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CASH|CONSUMPTION BAR PRICES

SOFT DRINKS, JUICE & BOTTLED WATER	\$3 EACH	
DOMESTIC BEER BUDWEISER, BUD LIGHT, COORS LITE	\$5 EACH	
LOCAL BREWERY SWEETWATER	\$6 EACH	
IMPORTED BEER HEINEKEN, CORONA	\$9 EACH	
HOUSE WINE MERLOT, CABERNET SAUVIGNON, RIESLING, MOSCATO	\$9 GLASS \$22 BOTTLE	
HOUSE LIQOURS	\$10 PER DRINK	
CALL LIQUORS	\$12 PER DRINK	
PREMIUM LIQOURS HOUSE CHAMPAGNE SPARKLING GRAPE JUICE	\$14 PER DRINK \$29 PER BOTTLE \$15 PER BOTTLE	

DRINK TICKETS

Beer|Wine \$9 House Brand \$10 Call Brand \$12 Premium \$14

ALL DAY MEETING PACKAGE

\$75 PER PERSON | PER DAY

25 guests' minimum

Continental Breakfast

Seasonal fruit Display Breakfast Breads, Danishes, Muffins and Bagels Sweet Butter, Cream Cheese and Preserves

Orange Juice

Freshly Brewed Regular and Decaffeinated Coffee

Select 1- AM Morning Break & 1-PM Afternoon Snack Break Milk & Cookies

Fresh Baked Cookies and Brownies served with Milk

Chips and Dips

Ruffle Potato Chips, Salted Pretzels, Crispy Tortilla Chips with French Onion Dip, Garden-Fresh Salsa and Sweet Iced Tea

Power Start

Seasonal Fruit Display, Assorted Yogurts, Granola Bars

Lunch Selections Select 1

Southern Lunch Buffet

Buffett includes House Salad, One Entrée, Two Sides, Corn Bread, Rolls Sweet Iced Tea

Entrée Selections | Select 1

Paschal's 1947 Fried Chicken	Oven Roasted Chicken	Blackened Tilapia
Vegetable Pasta	Honey Glazed Ham	

Side Selection | Select 2

Roasted Yukon Potatoes	Vegetable Medley	Candied Yams
Slow Cooked Green Beans	Macaroni & Cheese	Collard Greens
Mashed Potatoes	Cornbread Dressing	Rice Pilaf
Fire Roasted Corn	Black Eyed Peas	Sautéed Asparagus

Day at the Deli

Chilled Pasta, Assortment of prepared Sandwiches, Turkey and Roast Beef Roasted Vegetables, Ham, appropriate condiments, Potato Chips Freshly Baked Cookies and Lemonade

Audio Visual Equipment

Standard Audio-Visual is included in your package: Microphone, LCD Projector and Screen

Internet

Basic Wireless Internet is included for all meeting attendees

Parking

Complimentary parking is included in your Day Meeting Package



POLICIES

Russell Hospitality Campus requires private dining reservations for all guest using our event space. We offer specialized menus that will cater to groups that use any of our meeting and event space. In order to use and secure our event space the following will be needed...a private dining agreement/contract, banquet event orders and a non-refundable deposit. A food and beverage minimum will apply to all events booked, along with applicable taxes and service charges.

GENERAL Management reserves the right to cancel event or refuse use of its venue for any reason deemed necessary, prior to or during scheduled event.

GUEST GUARANTEE A final guarantee of the number of attendees anticipated will be required three business days prior to your event, if the client does not give a final guarantee for the event the number indicated on the contract will be used. Guest guarantee can be **increased but not decreased** once date is booked. **Final guest count is due by date listed. No changes will be accepted after the date given.** Money is non-refundable if guest count **decreases** prior to event.

CATERING Food will be prepared to serve the guest guarantee. Buffets are not deemed "all you can eat". Minimums apply for all events. **NO Changes to catering less than 72 hours from event date. NO outside Food or Beverages is permitted except for** Celebration Cakes. We do not hold or set-up cakes and other items. Please bring items the day of the event.

DIETARY CONCERNS/REQUEST If you have guest in attendance that will require a special meal, please let your Sales Event Manager know so that we can assist you. Our Executive Chef would be delighted to create a vegan or gluten friendly meal for your guest.

SMOKING There is **NO** smoking allowed inside the venue. Designated smoking areas outside.

ALCOHOLIC BEVERAGES The Georgia State Liquor Commission regulates the sale and service of alcoholic beverages. As a licensee, the venue is responsible for the administration of these regulations. Therefore, **it is our policy that liquor, beer, and wine can NOT be brought into the facility.**

NOT PERMITTED Confetti, wedding rice, pets, and open flames or pyrotechnics. If any of these items are found a clean-up fee of \$100 will be charge. Balloons are not allowed in Paschal's event space.

UNDERAGE EVENTS Requires [1] chaperone per [20] children. Parents must be present 20 minutes before and at end time to pick up children.

WEDDINGS Rehearsals, ceremonies, and receptions must have a designated coordinator or hostess present to execute all wedding details and schedule. The venue is not responsible for décor installation. Please designate a vendor for set up.

LIABILITY Venue is not liable for and **cannot assume responsibility for damage or loss of property** left in reserved areas prior to, during, or following your event. We appreciate the premises being restored to the original condition following conclusion of your event. In the event, that any property of venue is damaged by the client, its agents, employees, or any person admitted to the venue reserved by client, the client will reimburse venue for all damages or cleanup fees.

MUSIC AND ENTERTAINMENT You are permitted to provide music for most venues. Noise curfews apply for each venue and must be adhered to.

PROMOTIONAL MATERIALS The use of any of our venues brand and/or name for the promotion of your event must be approved by management **BEFORE** public distribution. We have the right to deny any materials deemed inappropriate.

DÉCOR Please do not attach tape, nails, tacks, staples or adhesives to the walls, ceilings, doors, window frames or fixtures. A repair fee will be charge if any items are affixed to our walls. All décor must be approved by management. All floral décor must be treated for insects. Our **Venues are not responsible for décor installation.**

CHARGES There will be a 21% service charge and an 8.9% sales tax to food and beverages.

FOOD SERVICE Due to health regulations and liability, NO outside **Food or Beverage is allowed, and left-over food and beverage is permitted to be taken from premises.** Food services may **not** exceed [2] hours.

RATES Subject to change without notice.

Russell Hospitality Campus at Castleberry Hill
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404-420-7030