

# LOFTmenu

LOFT is a full service event venue offering bar options and delicious in house catering services under the direction of **Executive Chef Mark Prunty**. Our Ala carte menu includes the following options:

Breakfast	Snacks
TAPAS	Buffets
Action Stations	Seated Dinners
Desserts	Beverages

Please call 404.522.5678 or email Joy Pittman [jpittman@cintl.com](mailto:jpittman@cintl.com) to request a FULL catering menu.

## PACKAGES

All inclusive packages are available online or by request. These packages are tailored for weddings, holiday soirees, meetings, baby/bridal showers, or networking mixers. All packages include tax and service charge and can not be modified. If you would like a custom option, we will be happy to assist you.

## OUTSIDE CATERING

In an effort to provide you with great catering options, LOFT offers a limited preferred catering list for you to select from. This list is located on the catering policy page. Caterers outside of this list are **not** permitted. **\$300** outside catering fee will apply.

Food and Beverage is not included in the space rental.

# Preferredcaterers

IN HOUSE CATERING LOFT offers delicious in house catering services under the direction of **Executive Chef Mark Prunty**. We will be happy to assist you with your catering needs. **Catering is not included in the space rental.**

OUTSIDE CATERING In an effort to provide you with great catering options, LOFT offers a limited preferred catering list for you to select from. Caterers outside of this list are **not** permitted. **\$300** outside catering fee will apply, if you choose to select a caterer from this list:

- **A Legendary Event** : [www.alegendaryevent.com](http://www.alegendaryevent.com) : 404.350.6672
- **Bold American** : [www.boldamerican.com](http://www.boldamerican.com) : 678.302.3232
- **Divine Events** : [www.divineevents.com](http://www.divineevents.com) : 770.587.9117
- **Glorious Events** : Nan Boone : [nan@glorousevents.net](mailto:nan@glorousevents.net) : 770.455.6600 x104

## Cateringpolicies

WEDDING AND BIRTHDAY CAKES are permitted by client. \$75 cake cutting fee will apply for birthday and wedding cakes, if LOFT provides cake cutting service. If not, client will provide plates, forks, and a cake attendant.

GUEST MINIMUM All menus excluding Tapas and Action Stations require (25) guest minimum. Tapas, Action Stations, and Desserts require (50) guests minimum. Menus selected under guest minimum add \$2 per person, excluding Tapas and Action Stations, which required minimum (50) guests.

FOOD AND BEVERAGE MINIMUM \$750 - \$2000 Food and Beverage minimum applies to all events. Bar services may be used towards minimum. Space rental is additional.

HOLIDAY MINIMUM: \$1500 (Sun – Fri evening) and \$2500( Saturday evening) applies November 23 – January 2

STAFF All action stations require a chef attendant @ \$100 per attendant. Passers for Tapas are \$75 per passer (1 per 30 guests). Wine or Champagne Servers are \$75 per server (1 per 40 guests). Bartenders are \$125 per bartender. Staff fees are for (4) hour event time. Additional hour \$25/hr per staff person.

DUO ENTRÉE Add Roasted Chicken, Herb Crusted Roast Beef, or Seasonal Fish to any featured entrée selection for \$5 per person.

SERVICE CHARGE AND TAX All food and beverage will be subject to 20% service charge, 11% liquor tax, and 8% sales tax. All tax exempt organization must provide tax exempt certificate and ID number at time of booking. Tax will be added to final bill if certificate is not on file.

GUEST COUNT Final guest count must be provided (7) business days prior to event. The initial guest count may not be lowered. If final count is not received, then the original guest count on the contract will be used.

ALL CATERED EVENTS INCLUDE Food service and staff, Buffet tables with linen, guest seating with white linens, chaffing dishes, buffet serving utensils, LOFT plates, flatware, disposable cups, and paper napkins. China, glassware, specialty linens, and additional equipment are available for a fee. **Seated Dinners add \$7 per person. Glassware add \$2 per person.**

FOOD SERVICE Due to health regulations and the liability LOFT assumes; food or beverages may not be taken from LOFT property after it has been prepared and served. In addition, all food services may **not** exceed (2) hours.

### DEPOSITS AND PAYMENTS

CATERING DEPOSIT A 50% non refundable deposit of the catering contract total is due no later than 60 days from event date or two weeks from receipt of contract.

FINAL PAYMENT Final payment is due (5) business days prior to event date. Catering services will not be rendered, unless payment is received.

CANCELLATION Events cancelled more than 60 days from event date will receive 50% of their space rental deposit. Less than 60 days notice, forfeits entire deposit and all other monies paid.

### CONTACT

LOFT at Castleberry Hill  
170 Northside Drive SW, Suite 96 : Atlanta, Georgia 30313  
404.522.5678 Phone : 404.522.5688 Fax : [www.loftatch.com](http://www.loftatch.com) Web

Joy Pittman : Senior Sales & Marketing Manager : [jpittman@cinti.com](mailto:jpittman@cinti.com)

### SITE VISITS

Tuesday and Thursday : 11am to 6pm : by appointment only