



Private Event Contract

Occupancy

Elvie's is available for private (full restaurant rental) events on a contracted basis. Without adjustments, the restaurant accommodates 52 people seated including a banquette and custom furniture (plus 12 bar stools). For an additional fee, some of the current furniture can be removed to accommodate larger seated dinners up to 64 people, or large standing cocktail receptions up to 86. Our team will work closely with you, or your event planner to coordinate the best setup of the room for your event. Minimums Food and beverage minimums apply to all private events and vary depending on the night of the week, time of the year, and size of the party. Minimums range from \$3,000-\$10,000 for private events. Any group that does not reach the specified food and beverage minimums will have the difference added to the bill for their event. Food and beverage minimums do not include applicable tax, service charges, audio video rental fees, or other incidental charges. Decorating Restrictions include no helium balloons and/or streamers are allowed, unless brought in by a licensed company, securely placed, and removed immediately after conclusion of the event. Glitter, confetti, rice, flower petals, bubbles, etc. are prohibited. All candles must be enclosed – tea lights, votive or floating candles are allowed. Elvie's prohibits pillar and taper candles not enclosed in glass. The Event Director must approve all other décor plans. Failure to comply with these rules will result in a minimum \$250 cleanup/damage fee.

Current Pricing

Here are current minimum prices for an entire night and full restaurant rental. Please note, these are just minimum prices, additional prices may apply depending on the menu selected. If booked over 3 months in advance, price minimums may be subject to increase.

Monday - Thursday: \$4,000

Friday - Saturday: \$6,000

All food, beverage, service and audio-visual charges are subject to Mississippi State Tax (the current rate is 8%). In addition, a 20% service fee will be added to all checks and will go to the event staff as a gratuity. One bill will be presented to the host, or to their designee, and must be paid in full at the conclusion of the function. In the event that the host elects to have a cash bar, the 20% service fee will be applied to the entire contracted food and beverage minimum. If you wish to pre-pay before the event, you may do so. A 3% credit card fee will be assessed if used to pay.

Availability and Booking your Event

Elvie's is available for brunch, lunch, dinner, cocktail parties or late night soirees! All events are booked on a first come, first serve basis and are only considered reserved once a fully executed contract has been received by Elvie's along with a credit card number/ deposit to guarantee the reservation. Unfortunately, we are not able to hold dates without these requirements.

Room Set-Up and Vendors

The restaurant will be accessible (2) hours prior to the event and (1) hour after the conclusion of the event for you to pick up and drop off décor, however, other events and normal service may be taking place up until the time your event begins, and after the conclusion of your event. Deliveries and pickups not made within the designated times may result in additional fees to the client. All outside vendors must supply their own carts, extension cords and any other equipment needed. All event equipment must be removed from Elvie's premises at the event conclusion. Clients should make arrangements in advance as to who will collect centerpieces or any other personal property. Elvie's is not responsible for any vendor equipment or personal property left on the premises. The event manager will determine the appropriate staffing, room set-up, space allocation/location according to the number of guests in the party, the occasion, and any other details discussed while booking.

Menu Selection and Final Guest Count

We offer a variety of private event menus including three-course dinners, passed hors d'oeuvres, display platters and buffets. We also offer a full list of cocktails, wine and beer available for your event. All alcohol is billed based on consumption. Should you prefer a customized menu, our team would be happy to work with you to create that as well. All final

menu selections must be made 14 days prior to the event. Please note, we will do our best to accommodate requests for additional food the day of the event, however, an additional service charge of \$30 per item will be applied to each menu addition ordered the day of the event. Final guests counts must be received 7 days prior to the event. You will be billed the guaranteed number, plus any additional meals served, or the specified food and beverage minimum, whichever is more. Menu selections and price are subject to change without prior notice. Contact the event planner or visit our website for the most current menus before making your final selections.

Food and Beverage

All food and beverage shall be supplied and prepared by Elvie's as contracted. No client nor his/her guests may bring or remove any food or beverage from the event without prior written approval by Elvie's. A custom menu will be printed by Elvie's for all seated dinners. The cake-cutting fee is \$3 a person for all pastries brought in from an outside, licensed, commercial bakery. Due to health department regulations, no other food can be brought into the restaurant. Restaurant promotions are not valid during private events.

Deposits

A \$500 non-refundable event deposit and an event contract is required to confirm your reservation at Elvie's. All events are booked on a first-come basis and we are not able to "hold" space until the contract and deposit have been received.

Parking

Complimentary parking is available on the streets surrounding the restaurant. There is a nearby parking garage connected to the Belhaven Building that will be available for guests attending the event as well as a parking lot next to the restaurant. Should you have any other questions regarding parking, please do not hesitate to contact one of our event coordinators.

Cancellation Policy:

The following fees will apply to those who cancel their event:

- 0-4 days prior.....75% of food and beverage minimum
- 5-10 days prior.....50% of food and beverage minimum
- 10-14 days prior.....25% of food and beverage minimum

Guest Signature

Elvie's Coordinator

Date

Date

Sample Menu:

All menus come with bread service, sweet and unsweet tea.

\$55/person

Course 1

Elvie's House Salad

Local lettuce / parmesan italian dressing / radish / tomato / crouton

Course 2

Delta Blues Rice 'Risotto'

baby gulf shrimp / asparagus / parmesan

**vegan and vegetarian options available*

or

Grilled Airline Chicken Breast

seasonal local vegetables with sherry glaze

or

Braised Beef Cheek

potato puree / crispy shallots / thyme / beef demi glaze

Course 3

Citron Fromage (Danish lemon souffle)

meringue / chantilly cream

or

Profiteroles

Chocolate sauce / vanilla ice cream

\$70/person

Course 1

Elvie's House Salad

Local lettuce / parmesan italian dressing / radish / tomato / crouton

or

Caesar Salad

Local little gem lettuce / Smoked oyster dressing / parmesan / crouton

Course 2

6 oz Surf and Turf

Filet of beef / sauteed shrimp /

rosemary roasted potatoes / local vegetable / red wine demi glaze

or

Roasted Gulf Fish

(will be determined with guests before event)

Romesco / sauteed spinach / citrus beurre blanc

or

Truffled Chicken

stuffed chicken roulade / shitake mushrooms / cippolini onions / truffle cognac jus

Course 3

Citron Fromage (Danish lemon souffle)

meringue / chantilly cream

or

Salted Caramel Brownie

homemade vanilla ice cream / benne seed wafer

or

Seasonal Sorbet

*vegan

Cocktail Options

French 76 \$8/person

Vodka / Simple Syrup / Lemon / Sparkling Wine / Lemon Twist

Elvie's Vodka Spritz \$10/person

Seasonal Infused Vodka (i.e. Lavender, Grapefruit, Blueberry) / Simple Syrup / Lemon / Spices
(i.e. Bay Leaves, Mint, Black Peppercorns) / Sparkling Wine / Citrus Twist

Wine Options

\$30/bottle

-Gladiator - Merlot

fruity, juicy, spicy, zippy

-Les Volets - Chardonnay

crisp, clean, lightly oaked

-Freixenet Blanc de Blancs (Sparkling)

dry, refreshing, great sparkling for a group

-Les Hauts Plateaux - Rosé

underripe strawberry, light, crisp

\$45/bottle

-Parajes del Valle - Monastrell

super cool alternative to a cab, from Spain, blackberries, mocha, grippy

-The Tea Leaf - Chenin Blanc / Grenache Blanc

lemon, peach, mineral, bright, slightly creamy, great for both chardonnay and pinot grigio lovers

-Cleto Chiarli Sorbara Vecchia Modena - Lambrusco (Sparkling)

fun, interesting, sparkling red, very light, chef Hunter's favorite

-Domaine des Carteresses - Rosé

full body, overripe strawberry, slightly grippy, dry, pairs well with all entrees offered

Hor Doureves

Bacon, Artichoke, Parmesan Toast - \$1.50 per toast

Add shrimp: \$.75

Add crab: \$1.25

Housemade Ricotta and Honey Brushcetta - \$1 per piece

Add bacon - \$.25

Add country ham - \$2

Baked Brie Toast with honey and rosemary - \$1.50 a peice

Deviled Eggs - \$1.25 a peice

Add bacon - .50

Add crab - 1.00

Add caviar - 2.00

Egg Rolls:

Crawfish - \$1.25

Shrimp - \$2

Wedge Salad Lettuce Cups - \$1.75

Beef Tartare on Crostini - \$2 per crostini

Peanut Chicken Skewers - \$ 2

Cilantro / chili / peanut

Bahn Mi Sliders - \$2.50

sliced pork / liver pate / cilantro / carrot / serrano

Pork Belly Sliders with onion slaw and aioli - \$2.50 per bun

Fried Crawfish handpie served with creole mustard aioli - \$2.50

Elvie's Slider Burgers - \$2.50

Cheese / pickle / elvies sauce

Raw Oysters with wasabi mignonette - \$3 a piece

Bacon wrapped Jumbo Shrimp - \$3.50 per shrimp