



Grove City Atrium Private Events

The Atrium in Grove City is a private and exclusive space perfect for rehearsal dinners, corporate meetings, holiday parties, or any special event. The beautiful glass enclosed timber frame room features a central fire place and **seating for up to 50 guests**. The room is handicap accessible and features sliding glass windows, heating and air conditioning making it comfortable year round. Dedicated service staff included. Audio and visual equipment is available for rental use.

Private Party Food & Beverage Minimums

All food and beverage will accumulate on one check to reach the spending minimum. 20% gratuity and sales tax are not included. Any remaining balance will be billed as "unmet minimum."

Lunch

12pm-4pm

Monday-Friday	\$750
Saturday & Sunday	\$1,500

Dinner

5pm-10pm

Sunday-Thursday	\$1,500
Friday & Saturday	\$2,500

Booking and Confirmation

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- Private event reservations are not guaranteed until the confirmation page of this packet is completed and returned. *Please review packet in its entirety.*
 - A limited menu with **4 entree selection is required.**
 - **Appetizer, salad, and dessert courses are optional.**
 - **All food and beverage will be billed on one check.**
 - Separate checks will not be offered prior to the satisfaction of food and beverage minimums.
 - Menu selections, final guest counts, and arrival time are due **1 week prior** to your event.
 - A valid credit card with corresponding name and address are required at the time of booking.
 - Credit card on file is for cancellation, incidentals, and to assure final payment method.
 - Seating is available for up to **50 guests.**
 - Outside food and beverage is prohibited.
 - Guests will have exclusive use of the entire space for the duration of the chosen time slot.
 - Guests will be granted access no more than 30 minutes prior to their scheduled event.
 - For more information, pictures, and menu details please visit our website timbercreektap.com

Confirmation Page

Host's Name:

Type of Event:

Date:

Time:

Guest Count:

Contact Phone #

Email:

Billing Address:

Billing Zip:

Credit Card # :

Exp Date:

CVV:

Signature:

* *signature agrees to the contractual obligation to satisfy all spending minimums, fees, and policy outlined in the following form.
Please review packet in it's entirety.*

Menu Selections

**required 1 week prior to event*

Appetizers: *(Select up to 3)*

- 1.
- 2.
- 3.

Salad Course: *(select 1)*

Garden Caesar None

Entrees / Lunch: *(select 4)*

- 1.
- 2.
- 3.
- 4.

Desserts: *(select up to 2)*

- 1.
- 2.

Entree Options

Entrees are sold at menu cost. Each served with standard accompaniments.

New York Strip \$42	Filet Mignon \$51
Marsala Chicken \$25	Tipsy Chicken \$26
Vegetable Stir Fry \$20	Blackened Salmon \$31
Shrimp & Scallop Risotto \$36	Lobster Mac & Cheese \$28
Chicken Caprese \$28	Ahi Tuna \$28
Lamb Chops \$39	Tortellini Alfredo \$20.5

Lunch Options

Sandwiches are accompanied with house bbq potato chips. (Select up to 4)

Tap Head Melt \$18	Honey Tender Wrap \$16
Classic Burger \$17.50	Lamb Gyro \$17
Cranberry Chicken Croissant \$15	TC Hot Chicken \$16
Grilled Chicken Salad \$22	Prime Rib Philly \$20

Appetizer Options

Priced per person. Served Family Style. (Select up to 4)

Pub Pretzels \$3	Spinach Artichoke Dip \$4
Shark Bites \$6	Lamb Lollipops \$6
Lobster Nachos \$5	Sticky Chicken \$4
Cheesy Garlic Stix \$4	Cajun Filet Tips \$6
Zucchini Planks \$3	Shrimp Tacos \$5

Salad Course

\$5 per person. Served to each guest. (Select 1)

House **Caesar**

Dessert Course

\$7 per person. Served to each guest. (Select up to 2)

Cheesecake | **Italian Lemon Cake**
Peanut Butter Pie | **Chocolate Lava Cake**

Cancellations, Service Policies, and Other Fees

- Private Event reservations are not guaranteed until the completion and the return of this packet.
- Accurate guest counts and final menu selections are due within 7 days of your scheduled event.
- Failure to provide menu selections and confirm guest count can result in loss of reservation and or the charge of a cancellation fee.
- Private party reservations that cancel within 7 days of their scheduled event will be charge a **cancellation fee** equal to 50% off the agreed spending minimum.
- All guests should expect to pay applicable sales tax, as well as, a **20% gratuity fee in, addition to the spending minimum.**
- If your group spends less than the agreed food & beverage minimum, the remainder will be billed as a **“unmet minimum.”**
- Merchandise, Gift Cards, and Carry Out (food & beer), and outside dessert fees may not be used to meet your minimum obligations.
- **Private events are billed as one tab.** We will not separate checks prior to food and beverage minimums being satisfied.
- Full menu for private events is optional for groups of less than 20 people.
- **All beverages are billed at menu cost.**
- Alcohol service is optional.
- We will not however, limit our selection of beverages offered.
- Separate checks for alcohol will only be offered after food and beverage minimums have been satisfied.
- Entree courses are billed at menu cost and charged only for guests in attendance.
- **Side salad, appetizer and dessert courses** are optional. These courses will be charged the per person price **for all expected guests regardless of actual attendance.**
- Any outside food/ desserts will result in a **\$100 convenience fee.**
- Outside wine or champagne will result in a **\$40 corkage fee**, per bottle.
- Use of **helium balloons, glitter, and confetti is prohibited.** The use of these items will result in a **automatic \$100 cleaning fee.**
- * A valid credit card, with corresponding address is required to reserve our private event space.
- * This credit card will be responsible for meeting spending minimums, as well as any cancellation or additional fees if necessary.
- Spending minimums are subject to change during holidays, local events, and any particular high volume dates.
- The increase in spending minimums will be specified by management no sooner than 30 days prior to your scheduled event.
- Planning and coordination for events is done on priority basis based on the date of the event.
- Menu items and costs (including spending minimums) are subject to change over time.
- We will always uphold the LCB standards for Responsible Alcohol Service. We will not serve anyone who appears to be visibly intoxicated for any reason. All guest should expect to have to show proper ID.
- **We do not offer guaranteed table arrangements, or extra tables**, due to space restrictions.
- Parties of over 50 will have increased spending minimums, as they will require additional space. Food and Beverage minimums will increase by **\$100 per guest over the 50 Person maximum.**
- The room will be available no more that 30 minutes prior to your established time frame.
- Use of the room outside of your established time frame will result in a fee of **\$125 per 30 minutes.** This includes the time needed for decorating, set up, tear down, and emptying the room.

Please contact Management with any questions or concerns: **724-748-6080**

Please send completed contracts to: **gctimbercreek@gmail.com**