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BAR DE TAPAS | RESTAURANTE

EVENTS MENU WEST HARTFORD

WestHartfordEvents@boqueriarestauant.com boqueriarestaurant.com



WEST Hartford

46 S MAIN STREET

FULL BUYOUT Seated 144, Standing 200

PRIVATE DINING ROOM Seated 20, Standing 30





PASSED TAPAS

Choose your favorite tapas to be served in hors d'oeuvre form, passed by our servers during a standing reception.

- 30 min, 4 selections \$20 per person 1 hour, 7 selections \$36 per person
- 1 hour, 6 selections \$30 per person 1 hour, 8 selections \$42 per person

-additional hours \$20 per person -

VEGETABLES

PIMIENTOS DE PADRÓN (GF, V, VGN) Blistered Shishito peppers, coarse sea salt

TORTILLA ESPAÑOLA (GF) Traditional Spanish omelet of organic eggs, confit potatoes, Spanish onions

MONTADO DE ESCALIVADA (V) Catalan roasted vegetables, labne yogurt

CROQUETAS DE SETAS (V) Creamy mushroom croquettes, truffle allioli

PINTXO DE BRAVAS(V) Crispy potato, spicy tomato sauce, garlic aioli

SEAFOOD

GILDA PINTXO (GF) Salted cured anchovies, manzanilla olive, piparra

PINTXO DE PULPO A LA GALLEGA (GF)

Spanish octopus skewer, potato, paprika, Arbequina olive oil

PINTXO DE GAMBAS Shrimp skewers, garlic, lobster reduction

TOSTA DE CANGREJO (+\$2 pp) Grilled sourdough, marinated

crab meat, citrus alloili, pickled fennel







MEAT

MONTADO DE JAMÓN Serrano ham, membrillo, Aged Manchego cheese

DÁTILES CON BEICON (GF) Dates stuffed with almonds an Valdeón blue cheese, wrapped in bacon

PINTXOS MORUNOS

Seared Colorado lamb skewers, pickled shallots, salsa verde

CROQUETAS DE JAMÓN Creamy croquettes of Serrano ham, membrillo purée

MINI HAMBURGUESAS (+\$8 pp) Sliders, sobrasada-bacon jam, crispy Manchego cheese, garlic allioli

BIKINI DE BELLOTA Jamon de bellota, creamy burrata, truffle aioli

MONTADO DE CHORIZO Seared choizo bilboa, mahon cheese, piparra

DESSERT

CHURROS (V) Traditional fried dough, choice of: -Thick hot chocolate

- Nutella
- -Dulce de Leche

Crema Catalan (GF, V) Creamy citrus custard, caramelized sugar

SORBET (GF, V, VGN) Seasonal sorbet selection

TAPAS BAR DISPLAY_

Stationary displays of tapas that evoke the style of traditional tapas bars in Spain; set up for guests to serve themselves during a **reception-style event**.

Selection of 5: 4 Choices from Vegetable, Seafood, Meat and Dessert sections and 1 Main ~ \$38 per person Selection of 6: 5 Choices from Vegetable, Seafood, Meat and Dessert sections and 1 Main ~ \$45 per person Selection of 7: 5 Choices from Vegetable, Seafood, Meat and Dessert sections and 2 Mains ~ \$52 per person

SELECT MAIN

 PAELLA DE MARISCOS
 Bomba rice, monkfish, sepia, squid, shrimp, clams, mussels, saffron, salsa verde

 PAELLA DE VERDURAS
 Bomba rice, eggplant, broccoli, peas, grape tomato, piquillo peppers, saffron, salsa verde

 PARRILLADA (+12PP)
 Seared shrimp, chorizo, top sirloin, oven roasted chicken, served with salsa verde, hazelnut romesco, mojo verde

CHARCUTERIE & CHEESE

TABLA DE QUESOS (+ \$5pp)

Manchego, Caña de Cabra, Aged Mahón, Truffle Goat cheese served with olives, and pan con tomate

TABLA DE QUESOS Y EMBUTIDOS (+ \$7pp)

Manchego, Caña de Cabra, Truffle Goat Cheese, Salchichon Iberico, Jamón Serrano, and Chorizo Ibérico, served with olives, and pan con tomate

MEAT

DÁTILES CON BEICON (GF)

Dates stuffed with almonds and aldeón blue cheese, wrapped in bacon

PINTXOS MORUNOS

Seared Colorado lamb skewers, pickled shallots, salsa verde

CROQUETAS DE JAMÓN

Creamy Serrano ham croquettes, membrillo purée

ALBÓNDIGAS

Beef and pork meatballs, tomato sauce, sheep's milk cheese, basil

CHICKEN WINGS (GF)

Za'atar spiced roasted chicken wings, sweet and sour Pedro Ximénez reduction, fresh cilantro

MINI HAMBURGUESAS +8 pp

Sliders, sobrasada-bacon jam, crispy Manchego cheese, garlic allioli

COCA DE COSTILLA

Braised short rib flatbread, pickled baby peppers, Mahon & Manchego cheese, caramelized onion, Marcona almonds

VEGETABLES

ENSALADA VASCA (GF, V, VGN) Market lettuces, spring herbs, creamy garlic dressing

TORTILLA ESPAÑOLA (GF)

Traditional Spanish omelet of organic eggs, confit potatoes, Spanish onions

PATATAS BRAVAS (GF, V) Crispy potatoes, salsa brava, roasted garlic allioli

ESCALIVADA (V) Fire roasted eggplant, red pepper, onion, labne yogurt, fresh herbs and olive oil, served with focaccia

BRUSELAS CON VINAGRETA IBÉRICO (GF)

Crispy brussels sprouts, Jamón Ibérico vinaigrette, golden raisins, dried cranberries

COCA DE SETAS (V)

Flatbread, rosemary roasted mushrooms, caramelized onions, black garlic, Caña de Cabra & Mahón cheeses

SEAFOOD

GAMBAS AL AJILLO (GF)

Shrimp, garlic, brandy, and Guindilla pepper in olive oil

TOSTA DE CANGREJO

Grilled sourdough, marinated crab meat, citrus alloili, pickled fennel

DESSERT

CHURROS (V)

Traditional fried dough, choice of: Thick hot chocolate, Nutella or Dulce de Leche

CREMA CATALANA (GF, V)

Creamy Custard, Lemon Zest, Caramelized Sugar

SORBET (GF, V, VGN) Seasonal sorbet selection

SEATED TAPAS DINNER MENU

SERVED FAMILY STYLE \$60 PP _____

SELECT 2

AGED MANCHEGO (GF, V)	Hard sheep's milk cheese, Castilla La Mancha; notes of caramel and nuts
AGED MAHÓN	Semi-hard cow's milk cheese, Menorca; fruity aroma, bold flavor
JAMÓN SERRANO (GF)	"Jamónes de Segovia" Serrano ham, aged 18 Months
CHORIZO IBÉRICO (GF)	Acorn-fed, mildly spicy, pork sausage cured in pimentón
PAN CON TOMATE (V, VGN)	Grilled stirato bread rubbed with tomato, garlic and olive oil
ENSALADA DE TOMATES	Kumato tomatoes, black plum, sherry vinegar reduction,
	crumbled sheep's milk cheese, fresh herbs

SELECT 3

PATATAS BRAVAS (GF, V)	Crispy potatoes, salsa brava, roasted garlic allioli
PIMIENTOS DE PADRÓN (GF, V, VGN)	Blistered shishito peppers, coarse sea salt
ESCALIVADA (V)	Fire-roasted eggplant, red pepper, onion, labne yogurt, fresh herbs, and olive oil
ENSALADA VASCA (GF, V)	Market lettuces, spring herbs, creamy garlic dressing
DÁTILES CON BEICON (GF)	Dates stuffed with almonds and Valdeón blue cheese, wrapped in bacon
CROQUETAS CREMOSAS	Choice of Mushroom (V) or Serrano ham

SELECT 4

PINTXOS MORUNOS Seared Colorado lamb skewers, pickled shallots, salsa verde GAMBAS AL AJILLO (GF) Shrimp, garlic, brandy, and Guindilla pepper in olive oil ALBÓNDIGAS Beef and pork meatballs, tomato sauce, sheep's milk cheese, basil PULPO A LA PLANCHA (GF) Seared octopus, Manzanilla olivada, olive oil crushed potatoes IBÉRICO MAC N CHEESE Creamy blend of Tetilla, Mahón and Manchego cheese, casareccia pasta, pimentón spiced bread crumbs, Jamón Ibérico de Bellota BRUSELAS CON VINAGRETTA DE BELLOTA(GF) Crispy Brussels sprouts, sherry-bellota vinaigrette, dried cranberries, golden raisins ZANAHORIAS (GF) Spiced baby carrots, sweet and sour Pedro Ximénez reduction, orange honey yogurt, mojo verde, Marcona almonds

SELECT 2

TARTA VASCA DE CHOCOLATÉ	Basque style chocolate cheesecake, mascerated strawberries,
	house made whipped cream
CHURROS (V)	Traditional fried dough, choice of: thick hot chocolate, Nutella or Dulce de Leche
TARTA DE NARANJA (V)	Orange olive oil cake, citrus -honey yogurt
SORBET (GF,V, VGN)	Seasonal sorbet selection

Menus are subject to changes and availability. Prices listed do not include taxes, gratuities and fees.

PREMIER SEATED TAPAS DINNER MENU

SERVED FAMILY STYLE \$85 PP

SELECT 3

AGED MANCHEGO (GF, V)	Hard sheep's milk cheese, Castilla La Mancha; notes of caramel and nuts
AGED MAHÓN	Semi-hard cow's milk cheese, Menorca; fruity aroma, bold flavor
TRUFFLE GOAT	Semi-hard goats milk, infused with black winter truffles
JAMÓN SERRANO (GF)	Jamónes de Segovia" Serrano ham, aged 18 Months
JAMÓN IBÉRICO DE BELLOTA (GF)	Hand-carved, acorn-fed Ibérico ham, aged for 36 months
CHORIZO IBÉRICO (GF)	Acorn-fed, mildly spicy, pork sausage cured in pimentón
PAN CON TOMATE (V, VGN)	Grilled stirato bread rubbed with tomato, garlic and olive oil
ENSALADA DE TOMATES	Kumato tomatoes, black plum, sherry vinegar reduction,
	crumbled sheep's milk cheese, fresh herbs

SELECT 3

PATATAS BRAVAS (GF, V)Crispy potatoes, salsa brava, roasted garlic allioliPIMIENTOS DE PADRÓN (GF, V, VGN)Bistered shishito peppers, coarse sea saltESCALIVADA (V)Fire-roasted eggplant, red pepper, onion, labne yogurt, fresh herbs, and olive oilALBÓNDIGASBeef and pork meatballs, tomato sauce, sheep's milk cheese, basilENSALADA VASCA (GF, V)Market lettuce, spring herbs, creamy garlic dressingDÁTILES CON BEICON (GF)Dates stuffed with almonds and Valdeón blue cheese, wrapped in baconCROQUETAS CREMOSASChoice of Mushroom (V) or Serrano ham

SELECT 4

PINTXOS MORUNOS Seared Colorado lamb skewers, pickled shallots, salsa verde GAMBAS AL AJILLO (GF) Shrimp, garlic, brandy, and Guindilla pepper in olive oil POLLO RUSTIDO Catalan-style roasted chicken with lemon, herbs, and romesco sauce PULPO A LA PLANCHA (GF) Seared octopus, Manzanilla olivada, olive oil crushed potatoes IBÉRICO MAC N CHEESE Creamy blend of Tetilla, Mahón and Manchego cheese, casareccia pasta, pimentón spiced bread crumbs, Jamón Ibérico de Bellota BRUSELAS CON VINAGRETTA DE BELLOTA (GF,V) Crispy Brussels sprouts, sherry-bellota vinaigrette, dried cranberries, golden raisins PICANHA A LA PARRILLLA Top Sirloin, mojo verde, roasted carrot pureé

PAELLA DE MARISCOS Bomba rice, monkfish, sepia, squid, shrimp, clams, mussels, saffron, salsa verde

PAELLA DE VERDURAS Bomba rice, eggplant, broccoli, peas, grape tomato, piquillo peppers, saffron, salsa verde

SELECT 2

CHURROS (V)	Traditional fried dough, choice of: thick hot chocolate, Nutella or Dulce de Leche
TARTA DE NARANJA (V)	Orange olive oil cake, citrus -honey yogurt
SORBET (GF,V, VGN)	Seasonal sorbet selection
TARTA CHOCOLATE DE VASCA	Chocolate Basque style cheesecake, blacky cherry sauce

PRIX FIXE MENUS

BOTH SERVED FAMILY STYLE

CHEF'S TASTING MENU \$52

A culinary journey through the classics and beyond with a selection of seasonal market menu dishes.

PAN CON TOMATE (V, VGN)

Grilled Stirato bread rubbed with tomato, garlic and olive oil

JAMÓN SERRANO (GF)

"Jamónes de Segovia" Serrano ham, aged 18 months

AGED MANCHEGO (GF)

Hard sheep's milk cheese, Castilla La Mancha, notes of caramel and nuts

PATATAS BRAVAS (GF, V)

Crispy potatoes, salsa brava, roasted garlic allioli

DÁTILES CON BEICON (GF) Dates stuffed with almonds and Valdeón blue

cheese, wrapped in bacon

CROQUETAS DE SETAS (V)

Creamy mushroom croquettes

GAMBAS AL AJILLO (GF)

Shrimp, garlic, brandy, and Guindilla pepper in olive oil

ALBÓNDIGAS

Beef and pork meatballs, tomato sauce, sheep's milk cheese, basil

PAELLA DE MARISCOS (GF) Bomba rice, monkfish, sepia, squid, shrimp, clams, mussels, saffron, salsa verde

CHURROS CON CHOCOLATE (V)

Traditional fried dough dusted with cinnamon sugar served with thick hot chocolate

THE BOQUERIA EXPERIENCE \$65

Travel through the classics and beyond with a selection of seasonal market menu dishes and a taste of our most prized ingredient: 30-month-aged, hand-carved Jamón Ibérico.

TABLA DE QUESOS

Manchego, Caña de Cabra, and aged Mahón, served with olives and pan con tomate

★ JAMÓN IBÉRICO DE BELLOTA (GF)

Hand-carved, acorn-fed Ibérico ham, aged for 36 months

PATATAS BRAVAS (GF, V)

Crispy potatoes, salsa brava, roasted garlic allioli

TOSTA DE CANGREJO

Grilled sourdough, marinated crab meat, citrus alloili, pickled fennel

CROQUETAS DE JAMÓN Y SETAS

Creamy Jamón croquettes with quince purée and creamy mushroom croquettes (V) with truffle allioli

BRUSELAS CON VINAGRETA IBÉRICO (GF)

Crispy brussels sprouts, Jamón Ibérico vinaigrette, golden raisins, dried cranberries

PINTXOS MORUNOS Seared lamb skewers, pickled shallots, salsa verde

ENSALADA DE TOMATES (GF,V) Kumato tomatoes, black plum, sherry vinegar reduction, crumbled sheep's milk cheese, fresh herbs

PAELLA DE MARISCOS (GF)

Bomba rice, monkfish, sepia, squid, shrimp, clams, mussels, saffron, salsa verde

TARTA VASCA DE CHOCOLATE (GF, V)

Basque chocolate cheesecake, macerated strawberries, chantilly cream

SEATED TAPAS LUNCH MENU

SERVED FAMILY STYLE \$30-40 -

Selection of 5 for \$30 per person: Choose 2 TO START, 2 MAIN TAPAS and 1 DESSERT Selection of 8 for \$40 per person: Choose 3 TO START, 4 MAIN TAPAS and 1 DESSERT

TO START

AGED MANCHEGO (GF, V)Hard sheep's milk cheese, Castilla La Mancha; notes of caramel and nutsJAMÓN SERRANO (GF)"Jamónes de Segovia" Serrano ham, aged 18 MonthsCHORIZO IBÉRICO (GF)Acorn-fed, mildly spicy, pork sausage cured in pimentónPAN CON TOMATE (V, VGN)Grilled stirato bread rubbed with tomato, garlic and olive oilBOQUERONES CON NARANJA (GF)Pickled white anchovies, orange, olive oil, black pepper, house-made potato chipsESCALIVADA (V)Fire-roasted eggplant, red pepper, onion, labne yogurt, fresh herbs, and olive oilPIMIENTOS DE PADRÓN (GF, V, VGN)Bistered shishito peppers, coarse sea salt

MAIN TAPAS

PATATAS BRAVAS (GF, V)	Crispy potatoes, salsa brava, roasted garlic allioli
ENSALADA VASCA (GF, V)	Market lettuces, spring herbs, creamy garlic dressing
DÁTILES CON BEICON (GF)	Dates stuffed with almonds and Valdeón blue cheese, wrapped in bacon
CROQUETAS CREMOSAS	Choice of Mushroom (V) or Serrano ham
PINTXOS MORUNOS	Seared Colorado lamb skewers, pickled shallots, salsa verde
GAMBAS AL AJILLO (GF)	Shrimp, garlic, brandy, and Guindilla pepper in olive oil
ALBÓNDIGAS	Beef and pork meatballs, tomato sauce, sheep's milk cheese, basil
PULPO A LA PLANCHA (GF)	Seared octopus, Manzanilla olivada, olive oil crushed potatoes
COCA DE SETAS	Rosemary roasted mushrooms, caramelized onions, black garlic, Caña de Cabra
	and Mahón cheeses

DESSERT

CHURROS (V) Traditional fried dough, choice of: thick hot chocolate, Nutella or Dulce de Leche TARTA DE NARANJA (V)Orange olive oil cake, citrus -honey yogurt SORBET (GF,V, VGN) Seasonal sorbet selection

OPTIONAL ADD ONS -

POLLO RUSTIDO +\$10 pp Catalan-style roasted chicken with lemon, herbs, and romesco sauce

PAELLA DE MARISCOS + \$15 pp Bomba rice, monkfish, sepia, squid, shrimp, clams, mussels, saffron, salsa verde

PAELLA MONTAÑA +\$15 pp Bomba rice, roasted chicken, chorizo, Piquillo peppers, kale

PAELLA DE VERDURAS +\$12 pp Bomba rice, eggplant, broccoli, peas, grape tomato, piquillo peppers, saffron, salsa verde

PARRILLADA +\$15 pp Seared Gulf shrimp, smokey Blibao chorizo, 5 oz top sirloin, oven roasted chicken, served with salsa

verde, hazelnut romesco, and mojo verde

SEATED TAPAS BRUNCH MENU

TO START - SELECT 2

ACEITUNAS (GF, V, VGN)	Selection of marinated olives from Spain
PAN CON TOMATE (V, VGN)	Grilled stirato bread rubbed with tomato, garlic and olive oil
AGED MANCHEGO (GF, V)	Hard sheep's milk cheese, Castilla La Mancha; notes of caramel and nuts
JAMÓN SERRANO (GF)	"Jamónes de Segovia" Serrano ham, aged 18 months
JAMÓN IBERICO DE BELLOTA (GF) + \$11pp	Hand-carved, acorn-fed Ibérico ham, aged for 36 months

TAPAS – SELECT 3

PIMIENTOS DE PADRÓN (GF, V, VGN)	Blistered shishito peppers, coarse sea salt
ESCALIVADA (V)	Fire-roasted eggplant, red pepper and onion, labne yogurt, fresh herbs, olive oil
DÁTILES CON BEICON (GF)	Dates stuffed with almonds and Valdeón blue cheese, wrapped in bacon
CROQUETAS DE SETAS (V)	Creamy mushroom croquettes, black truffle allioli
CROQUETAS DE JAMÓN	Creamy Serrano ham croquettes, membrillo purée
PATATAS BRAVAS (GF, V)	Crispy potatoes, salsa brava, roasted garlic allioli
TORTILLA ESPAÑOLA (GF)	Traditional Spanish omelet of organic eggs, confit potatoes, and Spanish onions

MAIN - SELECT 2

BRUNCH PAELLA (GF) +\$8 ppBomba rice, roasted chicken, pork belly, Piquillo peppers, kale, organic farm eggsHUEVOS HORNEADOS (V)Eggs simmered in tomato sauce, roasted eggplant, red bell pepper, and onionwith miti crema cheese and salsa verde

- TORRIJAS (V) Crispy French toast, citrus honey
- ALBÓNDIGAS Beef and pork meatballs, tomato sauce, sheep's milk cheese, basil
- **BOQUERIA B.E.C** Mini scrambled egg sandwiches with bacon, Jamón Serrano, Mahón cheese, salsa verde, garlic allioli

DESSERT – SELECT 1

CHURROS CON CHOCOLATE (V)Traditional fried dough choice of thick hot chocolate, nutella, or dulce de lecheTARTA DE NARANJA (V)Orange olive oil cake, citrus -honey yogurtSORBET (GF,V, VGN)Seasonal sorbet selection

OPTIONAL ADD ONS

POLLO RUSTIDO +\$10 ppCatalan-style roasted chicken with lemon, herbs, and romesco saucePARRILLADA (GF) +\$15 ppSeared Gulf shrimp, smokey Blibao chorizo, 5 oz top sirloin, oven roasted chicken, served with
salsa verde, hazelnut romesco, and mojo verde

Menus are subject to changes and availability. Prices listed do not include taxes, gratuities and fees. Non-alcoholic beverages are not included. All other beverages will be charged on consumption.

BEVERAGES



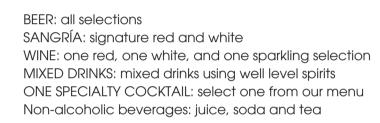
WINE, BEER AND SANGRIA OPEN BAR 2 hours \$40pp

3rd and subsequent hours \$15pp Add Premium Cava Toast \$10pp

BEER: all selections SANGRÍA: signature red and white WINE: one red, one white, and one sparkling selection Non-alcoholic beverages: juice, soda and tea

CLASSIC OPEN BAR 2 hours \$45pp

3rd and subsequent hours \$17pp Add Premium Cava Toast \$10pp



PREMIUM OPEN BAR 2 hours \$65pp

3rd and subsequent hours \$20pp Add Premium Cava Toast \$10pp

BEER: all selections

SANGRÍA: signature red and white and one seasonal selection WINE: one red, one white, and one sparkling selection COCKTAILS & MIXED DRINKS: cocktails and mixed drinks using premium-level spirits TWO SPECIALTY COCKTAILS: select two from our menu

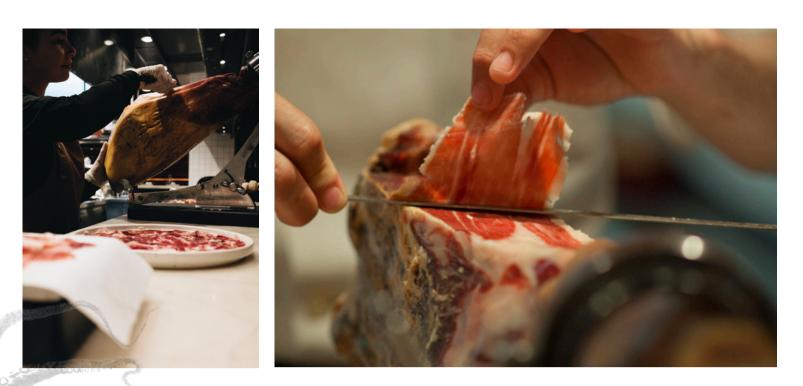
Non-alcoholic beverages: juice, soda, tea and coffee

NON-ALCOHOLIC PACKAGE 2 hours \$12pp

3rd and subsequent hours \$5pp Drip Coffee, Tea, Juice, Soda







JAMON CARVING ADD-ON - \$1,800

Elevate your event experience with our exquisite Jamón Ibérico de Bellota Carving addon! Delight your guests with the rich flavors of authentic Spanish Jamón, expertly carved by our skilled professionals.

PACKAGE INCLUDES:

- A beautifully presented whole Jamón
- Expert carving service
- Tasting portions for your guests



EVENT DETAILS

GRATUITY, TAX & SERVICE

• An automatic Gratuity of 20% is included for all events and large party groups. An additional gratuity percentage may either be predetermined or added to the final bill the day of the event. If additional gratuity is not predetermined, a credit card must be presented for payment on day of event.

- All food & beverage items are subject to a 7.35% CT Sales Tax.
- All food & beverage items are subject to a 4% administrative fee.
- A valid CT Sales and Use Tax Exempt Certificate is required for tax exemption.

DEPOSIT, PAYMENT, & CANCELLATION

• A deposit equal to 50% of the food and beverage minimum is due at the time of booking. Deposits are non-refundable and nontransferable. Events are not confirmed until the signed contract and deposit are received. Deposits will be credited towards the total cost of your event.

• Final payment will be handled by the sales manager with the card on file following the event. If you would like to pay on-site on the day of the event, please let your event sales manager know prior to the event.

• Cancellation of any event is subject to a cancellation fee as outlined in your contract. Force Majeure clause included.

GUARANTEED GUEST COUNT

• A final guest count is due three business days prior to the event date and is not subject to reduction. Special circumstances may apply.

• If no guaranteed guest count is provided by the host, the most recently submitted count will serve as the guaranteed guest count.

MENU SELECTION

• Final food and beverage selections are due one week in advance. Menu selections are due two weeks in advance for 60+ guests.

• Food pricing is subject to change until menu selections and guest count are confirmed.

• Food Allergies and Dietary Restrictions – We pride ourselves on accommodating guests with food allergies and dietary restrictions. Please discuss any known food allergies and/or dietary restrictions with your event sales manager. Please use this <u>link</u> to access our full online allergy chart.

SPECIAL SERVICES

- Florals and small table decor are allowed for all events.
- Outside entertainment is only allowed for full restaurant buyout events.
- Ask your event sales manager about A/V capabilities.

SPACE RESERVATION & TIMELINE

• All spaces are priced for an event up to 2 hours of service. If you wish to increase the length of time for your event, please contact the event sales manager for pricing information.

• The guest is guaranteed access to the space at least 30 minutes prior to the event for set up.

• The guest will confirm any set up requests and timeline for the event in advance with the Event Sales Manager to facilitate a successful event.