



Special Event Planning

When planning your special event, we invite you to join us at The Market Place. Having celebrated our 25th anniversary in 2004, we continue our passion: making people happy with fine food and wine.

The success of your event is as important to us as it is to you.

The Market Place features seasonal preparations, using local ingredients from within 100 miles of Asheville. We can customize the menu to meet the specific needs of your gathering. Our kitchen is an a la carte facility and we treat special event functions with the same care we provide our individual guests.

The inclusion of certain timeless European recipes and a preference for simple “home-cooking” rather than “high-style” restaurant cooking influence our menu. We regard our cooking as authentic, from the Greek work authentos - “one who does things for him or herself.” Food and Wine Magazine named our chef and owner, Mark Rosenstein, to their premier list of All Stars Chefs in America.

Our staff is professional and personal, combining the fine points of service with the feeling of being a guest in our home. Many of our relationships with patrons and staff stretch over years and generations. You can be assured your event will be treated with the same care and attention.

In this document you will find more information on our guidelines about parties, pricing and billing policies, and additional information to make your event a success.

Please call us today to plan your next event.

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Rooms and Availability

The Market Place has three room options for your event:

- o **The Back Dining Room** - facing Patton Ave

This area will seat a group of 40 to 60 when restaurant style seating and atmosphere is desired.

- o **The Mezzanine** - upstairs

This area will seat up to 40 people and is the ideal place for a speaker and/or a media presentation.
(not handicap accessible)

- o **Both Mezzanine and Back Dining Room** -

Maximum seating for reserving both dining rooms is 100 people.



Menu and Party Options

How we Work

The Market Place runs a seasonal menu and is influenced on a daily basis by what is available locally. This approach assures the freshest food, the best flavors and the best value. When we plan your menu, we recommend a broad approach-choose the type of appetizer (i.e. salad, hot appetizer, soup), center-of-the plate selection for the entrée (beef, pork, seafood, etc.) and the dessert. The week of the event we will finalize the vegetables, garnishes and sauces. We will make every effort to provide the menu selections you have made. However, we reserve the right to substitute if produce availability has affected menu selection.

Guidelines: Below is a break-down of group sizes and menu options; and an explanation of our pre-order option:

- o Parties of up to 16 people may order from our current menu.
- o Parties numbering 17-24 people may order from our current limited menu which includes up to 5 appetizer selections and up to 7 entrée selections.
- o 25 - 39 people: choose from 1 appetizer, 3 entrées and 2 desserts
- o 40 people and up: choose 1 appetizer, 1 entrée and 1 dessert

Pre-Order your Menu

No matter the size of your group, we can give you the option to pre-order from a few selections that you designate for your group. We require all selections to be made no less than 2 weeks prior to the event. We will then assist you in creating a seating chart and we will create place cards, as to ensure a flawless execution.

Customize your Party!

We're happy to provide you and your Party with the following customized options:

- o Guest Reception
- o Canapé assortment
- o Appetizer Medley
- o Split Entrees
- o Vegetarian Selections



Wine and Beverage Service

We love wine. WINE IS FOOD! Every wine on our list has been selected because we think it goes well with food we serve. As a matter of fact, most of our wines taste better with food and our food tastes better with wine.

Wine Selection:

We are here to guide you on that marvelous adventure of food and wine. Our wine list constantly changes. We find wines that are well crafted, balanced, have aging potential and are good value for the variety and the region.

Our current wine list will be provided to make your selection. To ensure your selection of wines, we suggest that you select your wines 2 weeks prior to the event.

Wine purchases are charged by the bottle unless otherwise specified.

Liquor and Beer:

We have full ABC Permits to provide your group with mixed drinks and beer. Cocktails and beer are charged on a per consumption basis. A cash bar option is available.

Other Beverages:

Coffee, tea and other beverages will be charged separately.



Pricing and Billing

Deposit:

- o To secure your group reservation, we require a deposit equal to \$20.00 per person and a valid credit card, expiration date and authorized signature to be kept on file. Your deposit will be credited towards the final bill. Receipt of your deposit is confirmation that you have agreed to our terms and policies said forth.

Pricing:

- o Menu items are priced per person. Wine can be charged by the bottle or by the glass. Mixed drinks, beer, coffee, tea and sodas are charged per consumption.
- o 6.75% NC Sales Tax and a 20% Service Charge are added to the master bill.

Cancellation/Guarantee:

- o Confirmations of final head count due 72 hours prior to the event. "No show" below the confirmed head count will be charged \$20.00 per person via credit card.
- o If you cancel 5 working days prior to your event, your deposit will be refunded in full.
- o If you cancel less than 5 working days prior to your event, you forfeit your total deposit.
- o Weather cancellations determined on a per event basis.

Final Payment

- o Final payment for event is due at the conclusion of the event, unless prior arrangements are made.
- o If payment is a direct bill, payment is net 7 days. Direct billing requires credit card guarantee.
- o Visa, Mastercard, American Express and Discover accepted



Policies of Operation

Seating Times

We will allow a 20 minute variance for seating parties and starting food service. It is our policy that even though some members of the group may not have arrived by the time dinner is scheduled to begin, we will start food service and catch those late comers as they arrive.

We open at 5 PM

Our restaurant doors do not open until 5 PM. We do not interrupt pre-shift staff meetings or staff meal to open doors prior to 5 PM without prior arrangement.

Minimum Food Charge

If you would like to have a private space for your event, we require a minimum food charge based on seasonal variables, not including beverages, tax or gratuity. This minimum will be fully explained during the booking process. If your event does not require a private space, we will waive the minimum food charge.



Contract Agreement

Name of Group: _____
Contact Name: _____ Email: _____
Cell #: _____ Work #: _____ Fax #: _____
Address: _____ City: _____ State: _____ Zip: _____

Date of Event: _____ Time of Event: _____
Guaranteed Group Size: _____ Cancellation Date: _____
Room Requirements: _____

Deposit Amount: \$ _____ Deposit Date: _____
Credit Card: Visa MasterCard American Express Discover
Credit Card #: _____ Exp. Date: _____
Method of Final Payment: _____

Menu Selections:
Cocktail Reception with Canapés: _____
Appetizer: _____

Entree 1: _____
Entree 2: _____
Entree 3: _____

Dessert 1: _____
Dessert 2: _____

Beverage Selections: _____
Wine Selections: _____

I accept the terms and conditions as outlined in the Group Menu Policies.

Signature: _____
Print Name: _____ Date: _____