

BANQUETS AND
SPECIAL EVENTS



THE *Grapevine*

Banquet Rooms
for all Occasions

11055 THREE CHOPT RD,
RICHMOND VA, 23233



Do you have a special event coming up? From casual birthday parties to elegant wedding receptions, the Grapevine's customizable packages take the stress out of event planning, so you can relax and enjoy your special day.

The restaurant's beautiful banquet room named the Acropolis, seats up to 55 guests. We also have the Parthenon room and our new outdoor space the Veranda. We have several packages available to fit any budget.



CONTACT OUR OFFICE FOR MORE DETAILS

☎ (804) 440-9100

✉ INFO@RICHMONDGRAPEVINE.COM

BANQUET SPACES

Parthenon



Seats up to 25

The Parthenon is surely the most important monument of ancient Greece and is one of the most famous in the world. It was the most sacred of monuments and was famous in antiquity as a Greek architectural masterpiece. The monument was a temple dedicated to the goddess Athena.

Seats up to 55

The Acropolis of Athens is an ancient citadel located on a rocky outcrop above the city of Athens and contains the remains of several ancient buildings of great architectural and historic significance. This room is designed for that look and feel to take you back in time from the sculptures and busts, to the the gold, brown, and beige color scheme and chairs with aged wood.

Acropolis



Veranda



Seats up to 75

The word Veranda means long balcony or terrace. This year-round outdoor space has heaters, fans, and breathable plastic windows that can be opened. Plants and lighting, inside and out, lends itself to the look and feel of sitting outside a cafe in Greece or Italy.

BANQUET PACKAGES

**Prices subject to change

Bronze GRAPES

\$30 per person
Includes a Garden salad
Soft drinks, Iced Tea, Coffee &
Chef Michael's famous homemade rolls

Appetizer (Select 1)
Mozzarella Sticks, Hummus, Spanakopita, or Tiropita

Entrees
Italian Entree (3 selections)

Dessert
Baklava

Silver GRAPES

\$33 per person
Includes a Garden salad
Soft drinks, Iced Tea, Coffee &
Chef Michael's famous homemade rolls

Appetizer (Select 1)
Mozzarella Sticks, Hummus, Dolmades, Spanakopita, or Tiropita

Entrees
Italian Entree (2 selections), Greek Entree (1 selection),
Chicken Entree (1 selection)

Dessert
Baklava and/or Cannoli

Gold GRAPES

\$38 per person
Includes a Garden salad w/ Greek option
Soft drinks, Iced Tea, Coffee &
Chef Michael's famous homemade rolls

Appetizer (Select 1)
Appetizer Platter OR 2 non-seafood selections

Entrees
Italian Entree (2 selections), Greek Entree (1 selection),
Chicken Entree (2 selections)

Dessert
2 dessert selections of your choice

Diamond GRAPES

\$42 per person
Includes a Garden salad w/ Greek option
Soft drinks, Iced Tea, Coffee &
Chef Michael's famous homemade rolls

Appetizer (Select 1)
Choice of 1 seafood selection and 1 non-seafood selection.

Entrees
1 selection each: Italian Entree, Greek Entree, Veal Entree,
Chicken Entree, and Seafood Entree

Dessert
3 dessert selections of your choice

POLICIES

Cancellation

Cancellation of your private event less than 2 weeks from event date will result in the loss of your security deposit/prepayment. You will also be charged half of your minimum spend requirement plus the applicable 10% tax and 20% gratuity. For large party events, failure to cancel within one week of your event will result in the loss of your prepayment. You will be responsible for any additional costs incurred by us if we are unable to cancel rental orders for your event. Example: Tablecloths, napkins, tent, etc.

Guest Count Guarantee

A final confirmation of the guaranteed number of guests is due 72 hours prior to the event, and charges will be made accordingly. Failure to do so will result in the final guest count charged based on the number listed on your contract regardless of the actual guests in attendance plus any extra guests.

Taxes, Service Charges, Payments

All prices for food and beverages are subject to a 20% gratuity as well as the 10% local & state sales tax. Payment in full is due at the conclusion of your event. We do not send out invoices for private and large party events. Please call to inquire about spending minimum.

Event Planning

To help us provide you with the best possible service your menu and event details are due at least three weeks prior to your event. We request a minimum of seven day notice in order to plan your event, but can accommodate if need be. Please have your menu completed in time to help us best serve you. Our room limit is typically 3 hours, if additional time is needed please inquire. Buffet Style Dining Only for parties of 25+ is customary. For private dining there is a \$200 non-refundable deposit upon booking. \$100 of the deposit is credited to the bill at the completion of your function. The other \$100 is a private room fee. Please note that there are spending minimums for all private rooms. Please speak with our banquet coordinators for details

Bad Weather Condition

On a case by case basis, The Grapevine will consider the effects of extreme outside elements and decide if the cancellation fee is still in effect.

Alcoholic Beverages

The sale and consumption of alcoholic beverages will be made in compliance with the current Virginia ABC regulations. Alcoholic beverages will not be included in any per person charges. Alcoholic beverages are allowed to be brought in with corking fees. Please limit alcohol consumption to our guests 21 years of age or older.

POLICIES CONTINUED

Decoration/Cake

You may arrive 1 hour prior to your event start time for setup. Please check with the event coordinator to confirm this. We kindly request no holes in our walls and no confetti or glitter. We will happily assist with cake cutting and storage needs provided the space and staff are available. Please inquire about a fee.

We are not responsible for loss or damages to any items brought into the restaurant, including but not limited to: cakes, food, decorations, tables, tablecloths, etc. We do our very best to treat your items with care.

Off Premise Food and Beverage Clause

The Grapevine waives any responsibility for food and drinks brought in from an outside source. In the event an exception is made to this policy, the guest must sign Grapevine's Indemnification Agreement. Additionally, to go containers are not permitted from the buffet per health regulations.

Credit Card Surcharge Fee

Final payment due at the time of service. Cash or check is the preferred payment. Credit card payment will incur a 3% transaction fee.

Drug and Alcohol Policy on Premises

We do not allow any use or sale of drugs and or alcohol (not purchased in house) on our property or in our establishment. We follow all ABC laws and guidelines.

Credit Card Authorization Form

We keep credit card information on file for all private events. Please see last page of this banquet package for the credit card authorization form.

I have read, understand, and agree with the terms and policies

Signature: _____ **Date:** _____

Contact Number: _____

Contact Email: _____

CREDIT CARD AUTHORIZATION FORM

Sign and complete this form to authorize the Grapevine Restaurant to make a one-time charge to your credit card listed below.

By signing this form, you give us permission to debit your account for your upcoming group dinner on _____. This is permission for a single transaction only and does not provide authorization for any additional unrelated debits or credits to your account.

I _____ (Cardholder's Full Name) **authorize**
_____ (Merchant's Name) **to charge my credit card**
account indicated below for \$_____ (Amount) **on**
_____ (Date).

The payment is for _____

_____ (Description of Goods/Services).

Billing Information & Card Details

Billing Address: _____

Phone Number & Email: _____

___ *Visa* ___ *MasterCard* ___ *Discover* ___ *American Express*

Card Number: _____

Expiration: ____/____ *CVV:* _____

Cardholder Name: _____ *Card Zip:* _____