



Event Venue

1320 SUMMIT AVE



DETERMINE WHICH EVENT TYPE IS RIGHT FOR YOU:

Semi-Private: Client takes over our event space room with an adjoining patio, while the rest of our space remains open to the public. This space can accommodate up to 50. Clients can only order off of the normal Cirrus cocktail menu.

Full Buyout: Client takes over the entire Cirrus space. This space can accommodate up to 100-125, with a large portion being on our unshaded patio. In some cases, we recommend having a weather plan to tent the uncovered areas. Clients can bring in wine, beer, and other spirits.

PRICING:

We don't have a one size fits all approach to event pricing, and costs are going to be largely dependent on your preference in event type, guest count, day of the week, and time frame. We're happy to provide quotes once provided all information. In any quote, drinks ordered from our cocktail menu are included in the price. We have the capacity to host on any day of the week, at any time so you're not limited to our open hours. Keep in mind our prices translate to revenue that our regular cocktail service brings for that given "shift."

CATERING:

Yellow Umbrella Provisions is our exclusive catering partner. You can fill out an [inquiry form](#) for a quote, or call their [Patterson location](#) and let Pam or Greg know you're hosting at the Cirrus tasting room at Ballast. If you do not require catering, you are able to shop at the Yellow Umbrella market located onsite and bring snacks and prepared foods to our space. The food costs are not included in the quote we provide.

ADDITIONAL CONSIDERATIONS:

Please review your agreement closely for the correct details and if any changes need to be made, they should be done at least 10 days prior to your event.

Corporate Events: Hosting a meeting or team gathering during hours we're traditionally closed is complimentary with a spend agreement once we're open for cocktail service. For example, use our event space as a conference room (seats 30-40) for 3 hours prior to open. Boxed lunch options from Yellow Umbrella available.

Full Buyout

Client takes over the entire Cirrus space. This space can accommodate up to 100-125, with a large portion being on our unshaded patio. In some cases, we recommend having a weather plan to tent the uncovered areas. Clients can bring in wine, beer, and other spirits.

Client will acquire a Banquet License through ABC. This 1-day license allows the client to bring beer, wine, and additional liquors for our team to serve to guests at a satellite bar. These options will be either unlimited, or ticketed depending on instructions given prior to the event. Most clients purchase a few canned beer and seltzer options, a red, white, and pink wine. We recommend ordering ahead from Total Wine, or making a Costco trip.

For the additional liquors, you would consider providing juice and soda for mixers, and we can serve them as a non-alcoholic option at the outdoor bar. No other vodka brands are permitted. You're able to drop everything off the day prior, or the morning of the event for us to chill. All alcoholic beverages must be removed from the premises before open of business on the following day.

WHAT'S INCLUDED IN THE PRICE:

- Open bar of cocktails (menu agreed upon in advance, all mocktails included)
- Staff fees, no additional gratuity necessary
- Rental Fee: reflects the costs of what we would make in normal revenue for a time span or entire day.
- Use of AV and music
- Ice, coolers, and cups/glassware for the satellite bar.
- 1 hour allotted for setting up decorations and catering, 1 hour for break down and clean up. Last call will be 15 minutes before the end of the event.

Not included: Catering, additional beer, wine, and spirits, decorations, party rentals, banquet license fee, tax.

STEPS FOR BOOKING:

- 1) Contract & Facility Use Agreement signed** (e-signing is preferred)
- 2) 15% Deposit** (non-refundable less than 10 days prior to event)
- 3) 2 weeks prior to the event date:** apply for a banquet license using the link above. Once approved, please send an email copy to Julie and Tom.
- 4) At least 1 week prior to the event date:**
 - Send cocktail choices, as well as additional alcohol options(including mixers) to Julie for a personalized menu on the day of the event.
 - Coordinate a drop off time with Julie so your beer/wine is chilled upon arrival at the event.
 - Send over any AV requirements. The projector is an Apple TV, so most apps will work.
 - Additional instructions about signature cocktail choices, ticketing systems, or table configurations.
- 5) Day of event:** all charges should be settled.

Semi-Private Event

Client takes over our event space room with an adjoining patio, while the rest of our space remains open to the public. This space can accommodate up to 50. Clients can only order off of the normal Cirrus cocktail menu.

WHAT'S INCLUDED IN THE PRICE:

- Open bar of our cocktails, full menu offered. If cocktails purchased don't exceed the amount, the client will pay the difference.
- Rental Fee
- 1 hour allotted for setting up decorations and catering, 30 minutes for break down and clean up. Last call will be 15 minutes before the end of the event, and the tab should be paid at that time.

Not included: Catering, gratuity, tax, decorations.

PAYMENT CONSIDERATIONS:

- Guests may pay on their own tabs, which will be factored into the total of the event spend.
- Ticketing is allowed to moderate spending on one tab, ie. if you want your guests first drink covered.
- The tip (20%) in the agreement should match the total tipped amount by the party, and the client is responsible for making up the difference.
- Parties who are still occupying the event space 1 hour post event stop time are subject to additional charges. To avoid these charges, please consolidate to a few tables and allow our team to reset the space. Catering should be boxed up or disposed of no later than 30 minutes after the end time.

STEPS FOR BOOKING:

- 1) **Agreement signed, confirming all details are listed correctly** (e-signing is preferred).
- 2) **One week prior to the date:** confirm guest count and AV needs as well as catering instructions. Inform us of payment details and if tickets need to be provided.

*Please note that if you forgo booking your semi-private event, and choose to walk in with your party, catering from Yellow Umbrella's Patterson location will not be permitted. Your group will not be able to pull together tables or congregate around one table.

Coming Soon: **ADDITIONAL EVENT SPACES**

Lounge: Capacity 15 guests | **Garden:** Capacity 25 guests