

Planning your Private Event

WHITE DOG CAFE CHESTER SPRINGS



White Dog Cafe



161 GORDON DRIVE EXTON 610.827.9000 WHITEDOG.COM

Thank you for your interest in hosting a private party at White Dog Cafe Chester Springs. Known for our commitment to serving local, seasonal and sustainable foods, White Dog offers an unusual blend of award-winning Contemporary American cuisine, civic engagement and environmental sustainability. Our cuisine is prepared using only the best ingredients from local farms we trust; including pasture-fed animals, humanely treated livestock, and sustainable farming practices. Our wines are grown and produced from American vineyards, while our fish and seafood is harvested through sustainable suppliers.

We proudly offer a variety of private dining options accommodating parties ranging in size from 14 up to guests in the many charming rooms. Our chefs have designed seasonal menus that change each season for brunch/ lunch and dinner including a variety of menu items and selections inspired from our restaurant menus. Each event is personally planned and orchestrated by our dedicated coordinators and professional staff. White Dog Cafe will leave a lasting impression on you and your guests for a memorable event. We look forward to planning your special occasion!

Sincerely,

Samantha Amato
Private Event Concierge

Jake Wade
Director of Sales



~ Planning Your Event ~

AVAILABLE DINING ROOMS

Each dining room has a food and beverage minimum based on the time and day of week. Events are booked for 2 and 1/2 hours. If you would like to extend your event time, there is an additional food and beverage minimum of \$250 for every 30 minutes.

MENUS

Seated menus are available for lunch, brunch or dinner with tray passed and stationary hor d'oeuvres options for parties over 20 guests. Limited a la carte menus are an option for groups up to 25 guests. Our Chefs are happy to customize a market menu, wine pairings or additional hors d'oeuvres and intermezzo courses to create a unique dining experience. Please inquire with your coordinator for the available options and pricing.

Prices do not include 6% Pennsylvania sales tax or 24% staffing charge. All prices quoted herein are guaranteed six months from the start of each the season. Any event booked beyond this date is subject to price increases dependent on the cost of food and beverage. Our menu selections are subject to change according to seasonality and market availability.

We kindly request your menu selections 10 days prior to your event. We will prepare printed menus your event with a custom welcome. We also kindly request that pre-counts are provided at least 3 days prior to the event date for parties which offer more than three entree choices, and the number of entree choices does not exceed four choices. If more than three entrees are offered and pre-counts cannot be provided, a \$5.00 per guest charge will be added.

BEVERAGES

We offer a variety of beverage and cocktail options to accommodate the particular needs of your event including consumption and open bar.

DECORATIONS AND SET UP

Hosts are allowed 30 minutes prior to the start of your event to setup. Should you require extensive setup or furniture removal, there may be additional labor fees. Our dining rooms are tastefully decorated. You may bring additional decorations. Confetti is not allowed, and we ask you to respect our furniture not to damage it.

GUARANTEES

A final guarantee of the number of guests is required 7 days prior to your party. This is critical to ensure that we are able to meet your needs. Once received, this number will be considered a final guarantee and will not be subject to reduction.



DEPOSIT AND PAYMENT

We accept payments by money order, debit card, certified check, corporate check or electronic transfer. Payments with a credit card will incur a 3% credit card processing fee. To reserve and guarantee the date and room for your private event, a signed contract and a 25% deposit of the food and beverage minimum is required within ten business days. Should a confirmed reservation be canceled, the initial deposit will not be refunded but may be used for a future event at White Dog in University City. The final balance is due in full by 12 noon, seven business days prior to the event based on the final guaranteed number of guests. Any additional charges during the event, including consumption charges will be due at the end of event. Should proper payment not be received within the designated time, we reserve the right to cancel the event.

~ Special Amenities ~

Please inform us if you have any special requests or questions regarding seating, special occasion cakes, Audio Visual equipment, gift tables, dietary restrictions, accommodating children, handicap access and so on.

DESSERT FEE

When a cake or dessert is brought in from an outside vendor, we will cut, plate and add a custom garnish. » \$4 per guest

AUDIO VISUAL EQUIPMENT

White Dog is happy to provide the following equipment for your events.

Screen » \$75

LCD Projector » \$150

VALET PARKING

We are pleased to offer complimentary valet parking with drop off right at the front door.



The Kitchen & Tavern Bar

The Kitchen has bright sunny skylights and large fireplace seating up to 36 guests with an opening to the Tavern. The Tavern features a bar and can be reception style or combined as reception space for the Kitchen. It seats up to 36 guests or reception style for 40 guests.



The Dining Room

The Dining Room has bright sunny windows with light colors for up to 30 guests and has a long table for 10 in the middle.



The Porch

This bright and airy room can accommodate up to 14 guests.



The Drawing Room

This cozy corner room has its own fireplace and can accommodate up to 16 guests with standing room in the middle.



The Barn

The largest space is the Barn which features the main bar and seating on both sides. It can accommodate up to 80 guests.



The Potting Shed & Patio

The intimate potting shed is covered and seats up to 20 guests. The outdoor patio can seat up to 50 guests with a wood burning fireplace. Or combine it with the Barn for a reception style event for up to 150.



Local, Seasonal, Sustainable

Our party menus change quarterly to capture the best ingredients of every season.

