

*Planning your  
Private Party*

WHITE DOG CAFE UNIVERSITY CITY



3420 SANSOM ST PHILADELPHIA 215.386.9224 WHITEDOG.COM

Thank you for your interest in hosting a private party at White Dog Cafe University City. Located in four Victorian brownstones, White Dog Cafe is a long time favorite gathering destination in Philadelphia since 1983. 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 from 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 as few as 10 guests in the Oak Room, Tea Room or Study, and 24 up to 60 guests in the charming decor of the Wine Cellar, Porch and Living Room. The new expanded brownstone offers two distinct spaces including the Parlor for up to 26 seats space with private 12 seat bar. Downstairs the Solarium seats up to 44 in a whimsical intimate setting. Combine both floors for an event up to 70 seated guests. Our chefs have designed seasonal menus 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 event concierges and professional staff. White Dog Cafe will leave a lasting impression on you and your guests for a memorable event. Contact us directly at 484.451.7414 or by e-mail [universitycity@whitedog.com](mailto:universitycity@whitedog.com). We look forward to planning your special occasion!

Sincerely,

*Liz Tretter*  
Private Event Concierge

*Casey Kyler*  
Private Event Concierge

*Jake Wade*  
Director of Sales



# *- Planning Your Party -*

## **AVAILABLE DINING ROOMS**

The Wine Cellar located downstairs in an enclosed space seats between 20 to 30 guests. The Living Room can seat between up to 35 guests. The largest room available for private parties is the Porch, with the capacity to hold between 40 and 60 guests including the Study. The Oak Room seats 12 guests. The Parlor seats 26 with private bar. Downstairs the Solarium seats up to 40 or combine both floors for up to 70 guests. Our smaller rooms may be reserved for private parties ordering from the regular menus. 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 hors 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 8% Philadelphia and Pennsylvania sales tax on food, 10% on alcohol and 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.



## *- Planning Your Party continued -*

### **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.  
» \$5 per guest

### **AUDIO VISUAL EQUIPMENT**

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

Screen » \$75

LCD Projector » \$150





## *~ The Wine Cellar ~*

Located downstairs, the wine cellar can accommodate 24 to 30 guests for seated or reception style. This room is our most private space with enclosed doors and seating on either side of the room divided with a service display.



## *~ The Porch ~*

Our largest and most open space, the Porch seats 40 to 60 guests when including the Study and Oak Room. This brightly lit room features a wall of windows, birdhouses and reclaimed wood. The perfect spot for rehearsal dinners, corporate events and celebrations.





## *~ The Living Room ~*

The Living Room is a festive space that is perfect for seated dinners or cocktail parties for up to 30 guests. Surrounding with vibrant neon dog paintings including the Famous Blue Dog by artist George Rodrigue.



## *~ The Oak Room ~*

The Oak Room is an intimate room with a marble table that seats up to 12 guests. The enclosed space is perfect for small celebrations and working lunches or dinners. Guests may create a custom menu, order from our regular menus or a select limited a la carte menu.





## *~ The Parlor ~*

The Parlor is located on the first floor of the newly renovated brownstone with its own entrance and private bar for 12. A great space for cocktail receptions and seated events up to 26 guests or combine with the downstairs for up to 65.





## *~ The Solarium ~*

The Solarium is a whimsical, intimate room downstairs from the Parlor. The enclosed space is perfect for celebrations up to 40 guests in a variety of table arrangements. Combine both floors for a special gathering including a cocktail reception and seated lunch or dinner below.





*- Local, Seasonal, Sustainable -*

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

