

PRIVATE EVENTS OVERVIEW

Autograph
B R A S S E R I E





LET THE PLANNING BEGIN...



Thank you for your interest in hosting a private party at Autograph Brasserie.

Located on the Main Line in Eagle Village Shops, Autograph Brasserie is a modern American brasserie that celebrates those individuals from past and present, who left their signature on popular American culture.

We proudly offer a variety of private dining options accommodating parties ranging in size for 10 or more guests. Our chefs have designed menus for brunch, lunch, cocktail receptions and dinner. The modern American menu is inspired by the flavors and classic dishes. Using only the freshest and finest ingredients available, Autograph Brasserie serves premium steaks, fresh seafood and hand-made pasta.

Each event is personally planned and orchestrated by a dedicated coordinator and served by our professional staff. Autograph Brasserie will leave a lasting impression on you and your guests for a memorable event. Feel free to call us at 484-451-7413 or email us at info@autographbrasserie.com.

We look forward to planning your special occasion!

Sincerely,

Christina Wilson
Sales & Events Manager

Jake Wade
Director of Sales



PLANNING YOUR EVENT

FOOD AND BEVERAGE MINIMUMS

There is a food and beverage minimum for each of the party spaces utilized based on the time of day, and day of the week. If the food and beverage minimum is not met by what is consumed, the balance will be added to your final bill.

MENUS

Our Chefs have created a variety of Menus for Lunch, Brunch, Dinner and Cocktail Receptions. Prices do not include PA sales tax and 24% staffing charge. Our menu selections are subject to change based on market availability. We are happy to customize a limited menu, tasting 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. Vegetarian options are also available.

We kindly request that all menus be provided no less than 10 days prior to your event date. An entree pre-count is required for parties larger than 50 guests, or any parties which offer more than three entree selections. The final pre-count is due that at least 5 days prior to the event date. The number of entree selections should not exceed four choices. If more than three entrees are offered and pre-counts cannot be provided, a \$5 per guest charge will be added, and the entrees will be served with Chef's selection of vegetable and starch. For groups of 50 or more each entree will be accompanied with the Chef's selection of a seasonal starch and vegetable.

BEVERAGES

We offer a variety of beverage and cocktail options to accommodate the particular needs of your event including consumption and hosted bar options, as well as bottled wine service.

GUARANTEES

A final guarantee of the number of guests is required 72 hours 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 surcharge. 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. 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.



SETTING UP

DECORATIONS AND SET UP

Hosts may arrive 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, tape or glitter is not allowed.

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 | \$4 per guest

When a cake or dessert is brought in from an outside vendor, we will cut, plate, and add a custom garnish.

AUDIO VISUAL EQUIPMENT

Autograph Brasserie is happy to provide the following equipment for your events.

Screen | \$75

LCD Projector | \$150

Microphone & Speaker | \$110

AVAILABLE DINING ROOMS

Autograph Brasserie can host semi-private or private dining options throughout the restaurant for **10 guests or more**, including an entire buyout. Should proper payment not be received within the designated time, we reserve the right to cancel the event. See our spaces below.





SYCAMORE ROOM

The Sycamore Room is our most intimate and charming space. At its center stands a large tree adorned with lush green leaves and whimsical lighting. The room is filled with natural light, with windows that overlook the outdoor garden. Located on the first floor, it is easily accessible to all guests and can accommodate a maximum of 28 people.





CLUB ROOM

The Club Room is a cozy and elegant space, featuring a grand fireplace and vaulted ceilings. The inviting atmosphere combines deep, rich wood accents with high-backed blue velvet chairs. A custom bar serves as a focal point of the room, providing an excellent area for guests to gather before their dining experience. The room accommodates a maximum of 75 guests.





THE LOUNGE

Located on the first floor and fully handicap accessible, the Bar & Lounge Area offers a vibrant, semi-private setting ideal for cocktail-style gatherings. Guests will enjoy the energy of the main bar, enhanced by the warm glow of a trumpet chandelier overhead. The area features stylish high-top cocktail tables and direct access to the bar, creating a relaxed and festive atmosphere at the heart of the venue. This lively space accommodates 25 to 50 guests reception-style.





UPSTAIRS

The upstairs' private rooms, offers an exclusive dining experience. This space is separate from the main dining area and includes a private bar and restroom. Flexible seating arrangements can accommodate any type of event. The vibrant green chairs and colorful silhouettes enhance the ambiance of the room. We can host small groups of 10 or larger gatherings of up to 50 guests.

