



2200 1st Ave North. Suite 100 Birmingham, AL 35203

Event Planning Guide

Located in the heart of Downtown Birmingham in the Loft District, The Wine Loft is one of the city's most well-known event venues. On the ground floor of the Goodall-Brown Lofts, our historic building dates back to 1906 and boasts more than 5,000 square feet. Exposed brick walls, high ceilings, innovative tabletops built on vintage radiators, and beautiful oversized windows overlooking 1st Avenue North make the versatile space charming and elegant.

The Wine Loft is the ideal location for special occasions such as engagement parties, rehearsal dinners, wedding receptions, corporate events, holiday parties, retirement parties, and more! For small groups or large events of up to 200 guests, The Wine Loft has everything you need for a worry free and memorable event.

Amenities

- Full bar
- In-house Catering
- Valet Optional
- Handicapped Accessible
- Complimentary Wi-Fi
- Built-in House Sound
- Televisions
- Microphones
- 106" Projection Screen
- Patio
- Private Tasting Room

Catering

Food:

Food is setup buffet-style, but some items can be passed by our serving staff by request. Our catering menu ranges from smaller, bite-sized items that are perfect for the cocktail hour to a full meal. Many of our selections are perfect for your guests to snack on while they mingle. The number of items you will want to choose depends on the size and style of your party. Feel free to mix and match any of the items to create the perfect menu for your event. We are happy to assist you with menu planning!

Outside food and/or beverage is not permitted.

Host Bar Packages:

A full selection of wine, bottled and draft beer, and liquor drinks is available. Draft beer options are from local breweries and rotate seasonally.

We offer three tiers of bottomless bar packages which can be found on the last page of our catering menu. Each is priced per person, per hour.

A two-hour minimum is required for bar packages and all guests must be included. Unlimited soft drinks, juices, and coffee are built into the cost.

Shots are not included on bar packages nor available for individual purchase during events.

Rental Options

Rentals:

The Wine Loft can be booked for exclusive or non-exclusive use. Rental fees and minimum spend requirements vary. Please contact us for specific pricing information.

Securing Your Booking:

We require a down payment and signed contract to secure your booking. The down payment will be applied to your bill. All down payments are non-refundable and the date is non-transferrable. Additional down payments may be required prior to the date of the event. A 3% processing fee will be added to all credit card payments.

Policies

Setup & Breakdown:

Unless noted otherwise on your agreement, you will be given access to your event space 1 hour before the contracted start time for setup. Breakdown should be completed within 30 minutes of the contracted end time. For wedding related events, additional setup and breakdown time will be negotiated. Please be sure to coordinate all set-up/delivery times with The Wine Loft.

Outside Vendors:

All outside vendors must be approved prior to the event. Contact information for any and all outside vendors must be provided at least two weeks before the event date.

Security:

Security is required for most events. The cost is \$125 and will be booked by The Wine Loft then added to your contract.

Music:

With an exclusive use rental, you are welcome to hire an approved band or DJ. Subwoofers are not allowed under any circumstance.

You may also send us a personalized playlist to be played over our house sound system. We will exercise control over the content and/or volume. We do not play music brought in by guests, accept music requests, or allow live music with non-exclusive rentals.

Cakes:

A celebratory dessert from an outside vendor may be brought in. Any additional items will be billed at \$50/item and a \$2/person set up fee. Wedding receptions may have a bride's and groom's cake without additional fees. We offer cake cutting services for an extra charge.

Decor:

No live candles, confetti, glitter, sequins, candy, or feathers are permitted. Balloons must be weighted, removed, and popped outside of the building. Balloon arches, backdrops, etc must be free standing. We do not allow anything to be taped to painted surfaces such as walls or poles.

All items brought into the venue must be removed by the end of the rental period. This includes, but is not limited to: florals, greenery, balloons/balloon arches, banners, or any other decorations/personal items. A cleanup fee will be charged if any items must be disposed of by our staff.

Valet Parking:

Valet services are optional for \$200 per valet. The company that we contract with will determine the number of valets required based on specific event details. Valet fees are added to your contract with The Wine Loft.

Unconsumed Food:

The Wine Loft reserves the right to discard any leftover food items, after the agreed upon event time table, where there is a reasonable risk for food borne illness to occur. Leftovers must be stored directly and at a safe, cold temperature.

Food Allergies:

The Wine Loft will take reasonable steps to minimize the risk of known allergens that are disclosed to us in writing. Menu items may contain or come into contact with WHEAT, EGGS, PEANUTS, TREE NUTS, FISH, SHELLFISH, SOY, MILK and other common allergens. Please be aware that we use a single kitchen for the preparation of all dishes, and as a result, we are unable to guarantee that any menu item can be completely free of allergens.

*To book your next event, please contact Kristin Warren, Events Manager
Direct line: 205.213.2031 Email: kristin@wineloftbham.com*