

# BOOKING INFORMATION

## CAPACITY:

- Our event space can accommodate up to 100 for a seated event or up to 120 guests standing
- Our connected Urban Roost Beer Garden Tent can accommodate up to 45 guests seated & 65 guests standing

## RENTAL FEES:

- For all events booked on weekends (Friday-Sunday) there is a booking minimum, regardless of party size, of \$4500. Booking minimum includes all room rental fees, staffing charges and all food/beverage costs
- URES rents at \$350/hr on weekend dates & \$250/hr during weekdays
- Urban Roost's Beer Garden Tent is available for additional partial rental for a flat rate of \$1200

## STAFFING FEES:

- Our labor fee is \$25/hr per employee (includes servers, bartenders & kitchen staff). Size of staff will vary based on style of service and guest count
- An Event Coordinator is provided at \$35/hr for coordinating all catering services; this service is REQUIRED to ensure all needs & wants of client are met for events
- We bill for an additional 2 hours of setup time before your event & 1 hour of breakdown time following your event's timeline
- An 18% Gratuity is added to all final billing due at the conclusion of your event and is NOT included in booking minimum of \$4500

# CONTACT US



### Lead Event Coordinator:

Shaun Harvey  
+1 (804) 334.6507



### Address

3023 W Marshall Street  
Richmond VA 23230



### Email

urbanroostcatering  
RVA@gmail.com

*In 2022, Richmond Bridal Magazine subscribers rated us...*

**#3** Best All Inclusive Venue

**#3** Best Rehearsal Dinner Location

**#3** Best Welcome Reception Location

**#2** Best Microwedding Location

Scan here  
to view our full  
menu selections:



# URBAN ROOST CATERING

SCOTT'S ADDITION  
RICHMOND, VA



## BAR PACKAGES

### Tier I (Beer/Wine Only)

Beer @ \$5- Bud Lite, Miller Lite & Great Return IPA  
Wine @ \$7- Benvilio Pinot Grigio & Firesteed Pinot Noir

### Tier II

Spirits @ \$8- Cirrus Vodka, Tanqueray Gin, Virago Light Rum, Espolon Blanco Tequila, Makers Mark Bourbon  
Beer @ \$7- Hardywood Richmond Lager, Stone Delicious IPA, Seasonal Potters Cider  
Wine @ \$9- LaRoche Chardonnay, 13 Celsius Sauvignon Blanc, Rickshaw Pinot Noir, Rose

### Tier III

Spirits @ \$10- Grey Goose Vodka, Hendrick's Gin, Virago Four Port Rum, Teramana Tequila, Woodford Reserve Bourbon, Johnny Walker Red Scotch  
Beer @ \$8- Local Speciality & Craft Selections  
Wine @ \$10- Seasonal Red, White, Rose & Sparkling Wine

**Alcohol is typically billed based on consumption the day of your event but we do offer a cash/credit or ticketed for smaller parties**

L&S Seasonal Cocktails available at \$12/each

Specialty Cocktail Consultation & Tasting \$100  
Let us create a custom cocktail selection for your special event!

# WHAT WE OFFER...

*Whether your event is held at our very own event space or somewhere offsite...our team will help you through the entire planning process to ensure your next event is a special night for all!*

**Our event space offers a number of onsite amenities included with your room rental fee...**

- infinite layout possibilities
- tailored menu to fit your event
- open air garage doors with overflow area (weather permitting)
- double bar & handmade farm tables
- wifi, aux capabilities, wireless microphone & projector
- private restrooms
- variety of glassware, flatware, silverware & linen selections
- Private rentable parking lot for a \$400 flat rate fee

**Let us cater your next celebration:**

rehearsal dinners  
corporate events  
birthday parties  
anniversaries  
retirement parties  
MANY MORE!

**\*\*Tastings offered for \$150 which applies as a credit to your final bill\*\***

## **BIG OR SMALL...WE'VE GOT YOU COVERED...**

- \*Build-Your-Own Buffet\*
- \*Two-to-Four Coured Plated Dinners\*
- \*Cocktail hour & Hors D'oeuvres\*
- \*Corporate Packages\*

## **LET US BRING OUR FOOD & SERVICE TO YOU...**

- Catered brunch, lunch & dinner services
- Boxed lunches for 10+ guests
- Delivery and Pickup Options

