



What You Need to Know About Your Private Event at J. Timothy's Taverne

Thank you for booking your private event with us! We look forward to hosting you and your guests. Below is some important general information about private events here at J. Timothy's.

Event Duration:

All private events are three (3) hours in length. An extra hour may be possible for an additional charge, pending availability.

Menu & Guest Count:

We will need your menu selections and an updated guest count a minimum of 10 days prior to your event. The final guest count, for which you will be billed, is due 2 days prior to the event. We are closed on Mondays so please take that into consideration. Your guest count should include children and infants (if they need a highchair) for seating arrangements, but infants do not need to be included in the meal or food counts.

Stairs:

If your event is booked in the Wine Loft or the Boarding Room please note they are both on the second floor so all of your guests must be able to use stairs.

Gathering Room Private Bar:

If your event is in our Gathering Room there is a flat fee of \$100 for a bartender as there is a private bar in the room. A bartender and the fee will automatically apply unless there are unusual circumstances and specific approval has been given by one of our Event Managers.

Décor:

We do not allow any glitter or confetti in our rooms. Candles can be used if the flame is enclosed with a cover. Anything to be hung on the walls must use command strips; tape, nails, or tacks are not allowed.

Dietary Restrictions:

If you or any of your guests have any dietary restrictions or allergies, please let us know in advance. We can usually accommodate any special requests if we know in advance, but they typically cannot be arranged upon arrival.

Kids' Meals:

Meals for children are \$11.95 when they order from our Kids' Menu or you select one of the Buffet packages. Kids' portions/pricing is not available with the Dinner Served/Plated Menu. If you have 5 or more children and they want to order from Kids' Menu we will need those selections in advance. Four or fewer kids' meals can be ordered upon arrival.

Thanks again for selecting J. Timothy's Taverne to host your event.
If you need anything please don't hesitate to get in touch.