

SOCIAL EVENTS AT  
**CJ'S OFF THE SQUARE**  
est | Garden Wedding & Event Venue | 2005

*Easy and elegant events begin at CJ's Off the Square. Our experienced staff will take care of every detail so you can relax and truly be a guest at your own party. We can comfortably accommodate up to 135 guests and there are countless ways you can personalize the look of your celebration with our convenient in-house design services.*

### **FACILITY AMENITIES**

- Exclusive use of the entire venue for 8 hours
- Built in weather back-up plan
- Free parking for you and your guests

### **STAFF & SERVICES**

- Professional planning & coordination of your event
- MC to provide music, make announcements, and assist with toasts as needed
- All set up, clean up, and management of included event services
- Wait staff and bartenders
- Color-coded floor plans that optimize the guest flow to provide the ideal use of the space
- Personalized seating chart
- Concierge vendor referral for services such as floral, AV, photography, or entertainment

### **YOUR EVENT STYLE**

- String lights in the pavilion and garden
- Elegant chandeliers in the pavilion
- 60" round tables and 30" high or low cocktail tables
- Choice of white, brown, or black folding chairs
- Choice of table linen and napkin from our classic collection (40+ colors to choose from)
- Mix of votive and pillar candles for your tables
- Our signature place setting including china dishes, flatware, stemware, and menu card

### **FOOD & BEVERAGE**

- Choice of cocktail hour station or two passed hors d'oeuvres
- Your choice between our signature seated service or a cocktail style reception
- Coffee, iced tea, soft drinks, and water
- Signature Bar Service: Includes ice, glasses, standard garnishes & mixers (you supply the alcohol)

*Everything you need for an easy, elegant event is included. Based on your personal style and taste, you may wish to enhance different aspects of your design, décor, and menu. Speak with a planner for our current list of 100% optional upgrades.*

POPULAR

# *Seasonal Menus*

*An elegant menu of your choosing is included in your package. See below for examples of some of our most popular seasonal dinner menu offerings as well as a sample brunch menu.*

## SPRING

### *To Start*

Goat Cheese Tartlet | With caramelized onion and thyme  
Charred Beef Crostini | With herbed Boursin cheese, fire-roasted salsa, and balsamic drizzle

### *Salad Course*

Arugula & Spinach Salad | Strawberries, shallots, sliced almonds, feta cheese crumbles, and honey balsamic dressing

### *The Main Course*

Honey Balsamic Chicken & Bourbon Glazed Salmon  
Roasted red potatoes, almond & red pepper asparagus

### *Southern Dessert Display*

Mini Banana Pudding, Goo Goo Cluster Shooters, Jack Daniels Pecan Tartlet

## SUMMER

### *To Start*

Strawberry Sweethearts | With whipped ricotta with local honey, lemon zest, & spiced pecans  
Chicken Salad Bites | Roasted red pepper chicken salad on flaky pastry bites

### *Salad Course*

Candied Pear Salad | Mixed greens, candied roasted pears, toasted pecans, local cheddar, and citrus champagne vinaigrette

### *The Main Course*

Smoked Beef Brisket & Jack Daniel's Pork Medallions  
Smoked gouda mac & cheese, honey & thyme vegetables

### *Dessert Course*

Strawberry Shortcake

## FALL

### *To Start*

Bacon & Fig Bouchée | With caramelized onions, rosemary, and thyme in a buttery pastry cup  
Country Ham Sliders | Cured local ham, melted cheese, and a rich Dijon sauce on a sweet roll

### *Salad Course*

Roasted Butternut Squash Salad | On mixed greens with kale, pine nuts, goat cheese, dates  
and apple cider shallot vinaigrette

### *The Main Course*

Sweet Tea Glazed Chicken & Sliced Beef Bistro Filet  
Smoked gouda mac & cheese, roasted green beans

### *Southern Dessert Display*

Jack Daniels Pecan Tartlets, Toasted S'more Shooters, Goo Goo Shooters

## BRUNCH BUFFET

### *To Start*

Local Cheese, Fruit & Charcuterie Skewers  
Nashville Hot Chicken & Waffle Bites

### *Brunch Buffet*

Shrimp & Grits | Smoked gouda grits with sautéed shrimp topped with Cajun remoulade

Country Frittata | Whipped eggs baked with Mushroom, gruyere, and country sausage

Berries & Cream French Toast | French bread soaked in creamy vanilla egg batter topped with  
fresh berries and pecan brown sugar syrup

Applewood Smoked Bacon & Country Sausage

Seasonal Fruit & Granola Parfait

Market Greens Salad | Seasonal greens, tomatoes, cucumbers, carrots, and red onions served  
with house vinaigrette or buttermilk dressing

Mini Biscuit & Cornbread Display | with local jams  
and whipped honey butter

### *Donut Station*

SAMPLE

# Cocktail Style Reception

*Looking for something less formal than a seated dinner service at your event?  
See below for an example of a cocktail style reception which includes a delicious grazing table and your choice  
of 6 passed hors d'oeuvres.*

## MARKETPLACE TABLE

Cheeses, Meats, Fruits  
Rustic Cut Vegetables, Hummus, Herbed Dips  
Artisan Breads and Crackers

## PASSED HORS D'OEUVRES

Goat Cheese Tartlets  
Charred Beef Crostini  
Hot Chicken Bao  
Country Ham Sliders  
Flank Steak Skewers  
Crab Cakes

*Cheesecake Bites*  
Caramel Sea Salt, Raspberry, Chocolate

OUR  
*Transparent Pricing*  
GUARANTEE

- No required guest minimums on any day of the week
- No additional bar set-up fees or corkage fees
- We supply the bar set-up and service; you provide the alcohol. This saves you thousands of dollars compared to venues that require you to purchase alcohol through them or have additional bar set up fees.
- No mandatory gratuity (although we do recommend consideration for our catering team)
- When you book with CJ's Off the Square, the base package and per person price are locked in. Pricing for 100% optional décor products and menu upgrades are subject to change based on market fluctuations outside of our control. You will be provided with a quote at the time of selection and that price is then locked in when you confirm your service order.
- We would love to connect you with other event professionals such as photographers, florists, and stationers from our curated list of Creative Partners. These professionals maintain an excellent reputation in the industry and are extremely experienced with the intricacies of our venue. We do not charge commission or referral fees so you can always trust that we are giving you our honest, professional recommendations with your best interests at heart.

## *Venue & Services*

TUESDAY-THURSDAY

\$10,995

FRIDAY/SUNDAY

\$13,995

SATURDAY

\$16,995

*plus \$124 per person*

TN sales tax applies to all package pricing

# THE *Fine Print*

## YOUR INVESTMENT

More than just a venue, CJ's Off the Square offers an exceptional event planning experience. Our social event package includes all the essentials you need such as a beautiful, unique setting, tables, linens, chairs, catering and more. We also offer a wide selection of optional décor elements which can be added to your package at discounted rates.

*Perhaps the most valuable thing of all: we coordinate all the details and take care of set-up, break-down, and clean-up of your event.*

When you have to shop around and purchase everything separately, it's challenging to keep tabs on the costs, know the right quantities to order, coordinate vendors, organize delivery, and know for sure that everything and everyone will work well together. It all adds up and can be extremely frustrating, consuming valuable time and money in the process.

At CJ's Off the Square, we've done the math for you. We've already negotiated deals with the best vendors in town. You'll know exactly what your event will cost BEFORE you book thanks to our upfront, tiered pricing structure. This allows the total cost of your event to scale up or down based on the number of people you're expecting.

Here is a general idea of what you can expect to invest based on your initial guest list estimate.

	25 guests	50 guests	75 guests	100 guests	125 guests
<i>Tuesday - Thursday</i>	\$ 14,095	\$ 17,195	\$ 20,295	\$ 23,395	\$ 26,495
<i>Friday/Sunday</i>	\$ 17,095	\$ 20,195	\$ 23,295	\$ 26,395	\$ 29,495
<i>Saturday</i>	\$ 20,095	\$ 23,195	\$ 26,295	\$ 29,395	\$ 32,495

*135 guests is our maximum capacity*

(615) 216-7576

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## DECORATIONS

We highly recommend working with a professional florist for your wedding. If you wish to provide some of your own decorations, speak with your planner to confirm they meet our requirements. All decorations must be approved in writing 30 days in advance.

## FOOD & BEVERAGE

All food and beverage services are exclusive to CJ's Off the Square. Outside catering is not permitted. Your package includes selections from our chef's pairing menu featuring our signature seated service. Additional options are available and will be quoted on a case-by-case basis. Please review our current menu for more information.

## BAR SERVICE & ALCOHOL POLICY

If you wish to serve alcoholic beverages at your event, you must follow the guidelines set forth in our contract. The key points include:

- You purchase the alcohol, our staff will serve it
- No shots, kegs or drinking games permitted
- The bar cannot serve alcohol for longer than 5 consecutive hours
- "Host Liquor Liability" insurance is required
- At the end of the event, all remaining alcohol will be returned to you

## VENUE ACCESS

Our social event package includes 8 hours of access to the venue. Most events last 4 – 5 hours, using the additional allotted for set-up, tear-down, and decoration. All events must end by 10 p.m. Please note that our alcohol policy limits bar service to a maximum of 5 consecutive hours.

## CONFIRMING YOUR RESERVATION

We offer a complimentary one-time, 48-hour hold on a date after you or your designated representative has toured the venue. To confirm your reservation, we require a signed contract and payment of \$4000 to confirm your reservation.

## PAYMENT SCHEDULE

- Reservation Retainer: \$4000 due with signed contract
- Event Services Retainer: \$4000 due six months before the event
- 90 Days before event: Your account balance is paid in full for approximately 50% of your estimated guest list along with a \$1000 security deposit
- 30 days before: Your confirmed number of guests is due
- 14 days before: Your final account balance is due

*All payments are final and non-transferable. Pricing is valid for 30 days from the date of your venue tour.*

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