

The Inn at PIRATES COVE Banquet Planning Guide



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Getting Started: The first step is to decide the *date, time* and *style* of the event. Keep in mind the Cove has limited times and rooms available, and accepts reservations on a first come first serve basis so please book your event as soon as possible. The Cove offers a variety of styles, so please take the time to understand the different events and choose one that is most appropriate for your group.

Served Dinners: (20-85 people) For groups of 20 or more, in a more formal atmosphere, we offer a customized menu with salad, choice of 3 entrees, dessert and non-alcoholic beverages. This is ideal for rehearsal dinners, weddings and more formal occasions.

Served Luncheons (20-85 people) For groups of 20 or more, we provide a custom menu with 3 choices. A served luncheon is a more formal way to provide a full meal and still control the cost by limiting the items available, instead of ordering off the full menu. Each selection includes a salad, main course, dessert and non-alcoholic beverages.

Buffets: (35-120 people) For groups of 35 or more we offer a buffet. 3 menu choices are available and the food is self served. This promotes a more informal atmosphere with more mingling and interaction. A buffet is ideal for anniversary and birthday parties. For groups over 60 people we highly recommend the buffet.

Cocktail Parties / Happy Hours: (25 -100 people) Held usually in our Main Banquet room, this type of reception is great for after work or any casual gathering that benefits from an upbeat and active atmosphere. The food is generally appetizers or "finger food" but may be augmented with various stations such as a carved roast beef station, or Raw Bar. The same appetizers available for cocktail parties may also be added to other events.



Main Banquet Room 25-100 people



The Quarter Deck 10-28 people

Choosing the Right Dining Room

The Cove has several dining areas available.

Our "**Main Banquet Room**" can accommodate up to 100 guests. We can also divide the room for groups of 20-40.

Our "**Quarter-Deck**" Dining Room can hold up to 28 guests or small groups such as a 10-15 people. Perfect for small office parties or family groups.

The "**Veranda**" is available on a limited basis and can hold up to 60 guests depending on the event.



During the summer months we sometimes have events at our outside bar. We do not close the bar to the public, but we do have a covered section you can rent so you have an area for food and for guests to congregate. We can accommodate up to 50 guests with seating for about 20. Your coordinator can give you more specific information.

Room Rental Fees

The Cove reserves space in 3 hour increments.

if you need more time for meetings, speakers, ceremonies etc.

We charge a standard rate of **\$100.00 per hour.**

For regular 3 hour events, the Cove usually does not charge a room rental fee, (providing we are serving food and beverages), unless you require an exclusive area.

Our Main B.R. can accommodate two separate parties of less than 50 people. If you would like the entire "Main B.R." and have less than 50 guests, the Cove assesses a room rental fee of \$200 - \$400 depending on the day and time. The Cove also charges a \$200 fee for the use of any of the dining rooms for weddings, ceremonies or any event which requires the alteration of the dining room furniture or the use of areas outside of the dining rooms such as the dock or grass.

If you are using the room for a meeting with no service or only drink service, there is a \$100.00 per hour charge.

This also applies to meetings before or after a meal that run outside of the 3 hour limit.

Payment

An initial \$100.00 deposit required at the time of booking. All other payments must be made at the conclusion of the event. Your coordinator will present the host a bill for your event. This bill will be inclusive of all food, bar and services as well as 6% tax and 18% gratuity. Your bar bill will be itemized with all drinks listed for your convenience.

We prefer personal checks or cash but we also accept Visa, MC, Amex and Discover. If you wish to add an extra tip for the staff, it is greatly appreciated and can be added to the bill.

Making a Reservation

When you are ready to make a reservation, one of Pirates Cove managers or hostesses will be happy to assist you. (After the initial reservation is made you will be contacted by one of our party coordinators.) We will need basic information such as date, time and number of guests. You can decide the final menu items later, but to be sure you get the desired date and dining room, make your reservation as far ahead as possible. A **\$100.00 deposit** is required to "lock in" your date. Once the deposit is made we will hold the room and apply the deposit towards your final bill. Once the guaranteed attendance is made 72 hours in advance of the event, the deposit is non-refundable.

Your Party Coordinator

When you first call to make a reservation for an event at Pirates Cove, you will be assigned a manager who will assist you in coordinating the details and menu of your event. This person will usually be either Richard or Michele. Both are equally capable of planning your event. Both Managers have more than a dozen years experience executing banquets and special events and are willing to help you with all aspects of your function. Your coordinator will be your contact person at the Cove and all communication should go through this person. On the day of the event one or often both managers will be on hand to help with any last minute details.

Pirates Cove managers are happy to spend time going over your event and helping with details. However we have found that an hour's time is more than enough spread over a couple visits and a few phone calls. If yours is a particularly complicated event, or you are making it so, than we charge a \$40 an hour consulting fee after the initial set up. We have found that: Keep it Simple = Keep it Successful!

Guaranteed Attendance

The Cove requires a final count at least 3 days in advance of the event. This count will act as an attendance guarantee. If less than the final count arrive, The Cove will still bill at the final count. If more guests attend, they will be added to the bill as additional guests. The Cove does not require a count of the exact food items, however that is helpful, only a count of the guests. *Children under 12 can order off of our children's menu but still count as an adult. Children under 4 however are not part of the final count.*

Service

The Cove will decide the level of staffing necessary for a successful execution of your event. We generally have one server per 20 people depending on the complexity of the event. If you feel you would like more staff for any reason, we will be happy to add extra staff at a rate of \$25 per hour for a server or \$35 per hour for a bartender. Additional staff such as a Carver or Shucker is \$50 per event.

