



# puerta

## Private Events

1961 East 7th Street, Charlotte, NC 28204





Puerta is available for private event bookings on a contracted basis. We offer Entire Restaurant buy-out options or Semi-Private buyouts of our Lounge Bar.





# Occupancy

The Entire Restaurant will accommodate up to 50 guests standing or seated.

The Lounge will accommodate 20 guests maximum.

The Patio will accommodate 22 guests seated or 30 guests standing.

## 1. Dining Room

Includes 8 banquet-style 2-person and 4 four-person tables, accommodating up to 38 seated guests.

These can be arranged as two long tables to accommodate “Family Style” seating of two tables of 16 guests

Additionally, we have Bar Seating accommodations with 14 high top bar chairs.

## 1. Patio

Includes 11 tables with luxurious chairs and banquette seating and a fire pit.

The Patio is uncovered, availability cannot be guaranteed in the event of inclement weather

## 2. Lounge

Includes 4 four-person low tables, a private bar with 8 high top Bar chairs and a DJ Booth.



# Entire Restaurant Buyout

## Availability & Booking

**Puerta is available for booking during the week from Monday to Sunday from 11 am - 3 pm for day time events and 5 p.m. and ending by 11 p.m for evening events. All events are booked on a first-come, first-serve basis. Events are only considered reserved once a fully executed contract and a \$1,000 deposit has been received by Puerta.** We will hold tentative booking dates for 1 week before they are released. **Bookings can be made up to 3 months in advance.**

The space is available for up to a 4-hour period for daytime events and a 6-hour time period for evening events, from event start to finish (guest arrival to departure.) This event period does not include the staff set up time and break down time. The space may be accessible up to 2 hours prior to the event start for you to drop off décor, supplies, etc. However, other events and normal services may be taking place up until the time your event begins and after the conclusion of your event. The event manager will determine the appropriate staffing, room set-up, and space allocation/location according to the number of guests in the party, the occasion, and any other details discussed while booking.

# Entire Restaurant Buyout

## Food & Beverage Minimum Spend

Available Monday-Sunday during the non-holiday season. Our pricing is based on a Food and Beverage sales minimum. This minimum applies to all private events. The minimum spend applies to a 6-hour time period from start to finish of the event. The cost for the private buyout is based on our average weekday sales: *Hosting a private event requires us to close operations to the public, therefore, we must kindly ask the minimum spend be reached by the client.*

Any event that does not reach the predetermined food and beverage minimum will have the difference added to the bill for their event as an additional facility fee. Food and beverage minimums do not include applicable tax, gratuity, service charges, membership fees, audio and video rental fees, any outside vendor services, or other incidental charges.





# Entire Restaurant Buyout

Food & Beverage Minimum Spend

Dinner	
Room Rent Fee	\$5,000
Monday	\$2,500
Tuesday	\$3,500
Wednesday	\$4,000
Thursday	\$5,500
Friday	\$6,000
Saturday	\$6,000
Sunday	\$4,000

*Note: Food and Beverage Minimums are subject to a 20% increase in the months of November and December*



# Entire Restaurant Buyout

Food & Beverage Minimum Spend

Lunch & Brunch	
Room Rent Fee	\$2,000
Monday	\$4,500
Tuesday	\$5,500
Wednesday	\$5,500
Thursday	\$6,500
Friday	\$10,000
Saturday	\$10,000
Sunday	\$8,000

*Note: Food and Beverage Minimums are subject to a 20% increase in the months of November and December*



# Semi-Private Lounge Buyout

## Availability & Booking

**Puerta's Lounge is available for booking for both Brunch and Dinner Service Sundays through Thursdays. All events are booked on a first-come, first-serve basis. Events are only considered reserved once a fully executed contract and a \$500 deposit has been received by Puerta.** We will hold tentative booking dates for 1 week before they are released. Bookings can be made up to 3 months in advance.

The space is available for up to a 3-hour time period, from event start to finish (guest arrival to departure.) This 3-hour period does not include the staff set up time and break down time. The event manager will determine the appropriate staffing, room set-up, and space allocation/location according to the number of guests in the party, the occasion, and any other details discussed while booking. Events that extend past the contracted time will be charged every half hour according to the hourly pricing.





# Semi Private Lounge Buyout

Food & Beverage Minimum Spend

**We require a \$500 minimum spend per hour for Lounge Buyouts.**

Available Sundays-Thursdays for up to 20 guests. Our pricing is based on a Food and Beverage sales minimum. This minimum applies to all private lounge events. The minimum spend applies to a per hour time period from start to finish of the event. The cost for the private buyout is based on our average weekday sales: *Hosting a private event requires us to close operations of this space to the public, therefore, we must kindly ask the minimum spend be reached by the client.*

Any event that does not reach the predetermined food and beverage minimum will have the difference added to the bill for their event as an additional facility fee. For this reason, there must be a card on file that can be used to reach the minimum. Food and beverage minimums do not include applicable tax, gratuity, service charges, membership fees, audio and video rental fees, any outside vendor services, or other incidental charges.



# Semi Private Patio Buyout

## Availability & Booking

**Puertas Patio is available for booking for Sunday- Thursday. All events are booked on a first-come, first-serve basis. Events are only considered reserved once a fully executed contract and a \$500 deposit has been received by Puerta.** We will hold tentative booking dates for 1 week before they are released. Bookings can be made up to 3 months in advance.

The space is available for up to a 3-hour time period, from event start to finish (guest arrival to departure.) This 3-hour period does not include the staff set up time and break down time. The event manager will determine the appropriate staffing, room set-up, and space allocation/location according to the number of guests in the party, the occasion, and any other details discussed while booking. Events that extend past the contracted time will be charged every half hour according to the hourly pricing.



# Semi Private Patio Buyout

Food & Beverage Minimum Spend

**We require a \$1,000 minimum spend per hour for Lounge Buyouts.**

Available every day of the week for up to 22 guests seated or 30 guests standing. Our pricing is based on a Food and Beverage sales minimum. This minimum applies to all private patio events. The minimum spend applies to a per hour time period from start to finish of the event. The cost for the private buyout is based on our average weekday sales: *Hosting a private event requires us to close operations of this space to the public, therefore, we must kindly ask the minimum spend be reached by the client.*

Any event that does not reach the predetermined food and beverage minimum will have the difference added to the bill for their event as an additional facility fee. Food and beverage minimums do not include applicable tax, gratuity, service charges, membership fees, audio and video rental fees, any outside vendor services, or other incidental charges.

# Gratuities & Deposits

## Service Charges and Sales Tax

All food, beverage and service are subject to North Carolina State Tax (the current rate is 8.25%.) A 22% service fee will be added to all checks, of which 100% will go to the event staff as a gratuity. One bill will be presented to the host or to their designee, and must be paid in full at the conclusion of the event. If the host elects to have a cash bar, the 22% service fee will be applied to guests' bar tabs as well.

## Deposits

For Private Event buyouts, we will require a **\$1,000 deposit**. For Semi-Private Event buyouts we will require a **\$500 deposit**. This deposit will go towards your event minimum and will be processed on the day of contract finalization.

*Your deposit is nonrefundable 30 days prior to the event date.*



# Event Details

- **Food & Beverage**

All food and beverages shall be supplied and prepared by Puerta as contracted. No client nor his/her guests may bring or remove any food or beverage from the event without prior written approval by The Puerta. This includes desserts and wines, which are each subject to an outside food and corkage fee. A custom menu will be printed for all events. Due to health department regulations, no other food can be brought into the restaurant.

- **Menu Selection**

Private event food menus are curated uniquely for each event. You may also review our full list of cocktails, wine, and beer available for your event. All alcohol is billed based on consumption. The options for bar availability are as follows: Fully Hosted, Partially Hosted (i.e.: host covers limited menu), or Cash Bar (sales will go towards total minimum spend.) Should you prefer a customized menu, our team would be happy to work with you to create that as well at no additional fee. All final menu selections must be made 14 days prior to the event, in order to guarantee product availability as well as menu printing.



# Event Details

- **Decorations**

We encourage guests to decorate the space for their event to make it their own. We are able to facilitate different linen colors, table cloths, candles, etc, for an additional fee. Restrictions: No helium balloons and/or streamers are allowed, unless added to the event agreement by Puerta, brought in by a licensed company, securely placed, and removed immediately after the conclusion of the event. Glitter, confetti, rice, flower petals and bubbles, etc are prohibited. All candles must be enclosed - tea lights, votives, or floating candles are allowed. Puerta prohibits pillar and taper candles not enclosed in glass. Failure to comply with these rules will result in a minimum \$250 cleanup/damage fee. Clients should make arrangements to remove any personal property and décor at the conclusion of the event as we are unable to hold items and we are not responsible for any vendor equipment or personal property left on the premises.

- **Final Guest Count**

Final guest counts must be received 14 days prior to the event. You will be billed the specified food and beverage minimum OR the guaranteed number plus any additional meals served, whichever is more. Menu availability and market prices are subject to change without prior notice. Contact the event planner or visit our website for the most current menus before making your final selections.



For  
Booking  
Inquiries

Please email us at

[INFO@PUERTACTL.COM](mailto:INFO@PUERTACTL.COM)

704.412.7767



**We can't wait to welcome you through our Door.**