

Private Events

1961 East 7th Street,
Charlotte, NC 28204





Puerta is available for private event bookings on a contracted basis. We offer semi-private lounge events and entire restaurant buyouts,



Occupancy

The Entire Restaurant will accommodate up to 40 guests seated or 50 guests standing.

The Lounge will accommodate 20 guests maximum.

Dining Room

Includes 8 banquet-style 2-person and 4 four-person tables.

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.

Lounge

Includes three 6-person booths, one 2-person table, one 4 person table, a private bar with 7 high top Bar chairs and a DJ Booth.





Entire Restaurant Buyout

Buyout Event Availability & Booking

- Events are available seven days a week
 - Daytime: 11:00 a.m. – 3:00 p.m.
 - Evening: 5:00 p.m. – 11:00 p.m.
- Events are booked on a first-come, first-served basis.
- A buyout event is considered confirmed upon receipt of a signed contract and full payment of the room rental fee, applied as the event deposit.
- Tentative dates may be held for up to one week.
- Daytime events: up to 4 hours
- Evening events: up to 6 hours
(Guest arrival through departure; staff setup and breakdown not included.)
- Limited access to the space may be available up to 1 hour prior to the event for décor or supply drop-off, subject to ongoing service or other events. All decor and other items must be removed within one hour of the event completion.
- Staffing, room setup, and space allocation are determined by the event manager based on guest count and event details.



Entire Restaurant Buyout

Private Event Pricing & Minimums

- Available Monday–Sunday.
- All private events are structured around a Food & Beverage minimum, applied to a 6-hour event period from guest arrival through departure.
- *Private buyout pricing reflects average weekday sales, as the restaurant is closed to the public for the duration of the event.*
- If the Food & Beverage minimum is not met, the remaining balance will be applied as an additional facility fee.
- Payment for the food portion of the event is due 24 hours prior to the event and will be collected through Perfect Venue. The remaining balance—including beverages, applicable tax, and gratuity—will be settled on the day of the event.
- Minimums are exclusive of tax, gratuity, service charges, membership fees, audio/visual rentals, outside vendors, and incidental expenses.

Pricing Considerations

- Events booked more than three (3) months in advance are subject to pricing and package adjustments based on market conditions and revenue trends.
- Any updates will be communicated no later than three (3) months prior to the event date and documented in good faith.



Entire Restaurant Buyout

Dinner Food & Beverage Minimum Spend

Please note minimums are the combined cost of the Room Rent and the F&B Minimums

Dinner	
Room Rent Fee	\$5,000
Food and Beverage Minimums	
Monday	\$3,000
Tuesday	\$3,500
Wednesday	\$4,000
Thursday	\$5,500
Friday	\$10,000
Saturday	\$10,000
Sunday	\$4,000

Note: Minimums are subject to a 20% increase from November 1st-January 1st.



Entire Restaurant Buyout

Food & Beverage Minimum Spend

Please note minimums are the combined cost of the Room Rent and the F&B Minimums

Lunch & Brunch	
Room Rent Fee	\$2,000
Food and Beverage Minimums	
Monday	\$2,000
Tuesday	\$2,000
Wednesday	\$2,000
Thursday	\$2,000
Friday	\$2,000
Saturday	\$5,000
Sunday	\$5,000

Note: Minimums are subject to a 20% increase from November 1st-January 1st.



Semi-Private Lounge Buyout

Availability & Booking

- The Lounge is available for Brunch and Dinner service, Sunday–Thursday for up to 20 guests.
- The space features thick, luxury curtains that may be drawn to provide enhanced privacy.
- Events are booked on a first-come, first-served basis and are considered confirmed upon receipt of a signed contract and \$1,000 deposit.
- Tentative dates may be held for up to one week, and bookings may be made up to three months in advance.
- A 3-hour minimum reservation is required to allow for proper pacing and a relaxed guest experience.
- The Lounge is available for up to a 4-hour event period, from guest arrival through departure.
- This timeframe does not include staff setup or breakdown.
- Staffing, room layout, and space allocation will be determined by the event manager based on guest count and event details.
- Events extending beyond the contracted time will be billed in 30-minute increments according to hourly pricing.



Semi Private Lounge Buyout

Food & Beverage Minimum Spend

- Lounge Buyouts: \$1,000/hour minimum spend plus a \$500 room rental fee.
- Pricing is based on a Food & Beverage minimum, calculated per hour for the full duration of the event.
- Private buyout pricing reflects average weekday sales; as the space is closed to the public, the minimum spend must be met by the client.
- If the Food & Beverage minimum is not met, the remaining balance will be applied as an additional facility fee; a card on file is required to cover this amount.
- Minimums are exclusive of tax, gratuity, service charges, membership fees, audio/visual rentals, outside vendors, and incidental expenses.

Gratuities & Deposits

Service Charges & Tax

- All food, beverage, and service are subject to North Carolina State Tax (8.25%).
- A 22% service fee is added to all checks; 100% goes directly to event staff as gratuity.
- One bill will be presented to the host or their designee and must be paid in full at the conclusion of the event.
- For cash bars, the 22% service fee applies to guests' bar tabs as well.

Deposits

- Private Event buyouts: \$5,000 deposit
- Semi-Private Event buyouts: \$1,000 deposit
- Deposits are applied toward the event minimum and processed on the day of contract finalization.
- Deposits are nonrefundable 30 days prior to the event date.





Event Details

Food & Beverage

- All food and beverages are provided and prepared by Puerta; no outside food or drinks may be brought in or removed without prior written approval.
- Desserts and wines may be subject to outside food or corkage fees.
- A custom menu will be printed for all events.
- In compliance with health regulations, no other food may be brought into the restaurant.

Menu Selection

- Private event menus are curated uniquely for each event; customized menus are available at no additional fee.
- Guests may review our full list of cocktails, wine, and beer; all alcohol is billed based on consumption.
- Bar options:
 - Fully Hosted
 - Partially Hosted (host covers limited menu)
 - Cash Bar (sales apply toward total minimum spend)
- Plated menu choices must be pre-selected for each guest and are due 14 days prior to the event to ensure product availability and menu printing.

Event Details

Decorations

- Guests are encouraged to personalize the space; select enhancements (linens, tablecloths, candles, etc.) are available for an additional fee.
- Prohibited décor: glitter, confetti, rice, flower petals, bubbles, etc.
- Balloons and streamers require prior approval, professional installation, and immediate removal after the event.
- All candles must be fully enclosed (tea lights, votives, or floating candles).
Pillar and taper candles not enclosed in glass are not permitted.
- Failure to comply may result in a minimum \$250 cleanup or damage fee.
- All décor and personal items must be removed at the conclusion of the event; Puerta cannot store or be responsible for any items left behind.

Final Guest Count

- Final guest counts are due 14 days prior to the event.
- Any changes within 14 days will be billed based on the highest confirmed guest count
- Billing reflects the event minimum or guaranteed guest count, plus any additional meals served—whichever is greater.
- Menu availability and pricing are subject to change; guests should confirm selections with the event planner or website before finalizing.



For Booking Inquiries

Please email us at
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We can't wait to welcome you through our Door.