

let's

PARTY

private dining guide



THE
INDIGO ROAD
HOSPITALITY & CONSULTATION



OAK STEAKHOUSE, ATLANTA

950 Third Street

Alpharetta, GA 30009

Owned and operated by The Indigo Road Restaurant Group, Oak Steakhouse is not only known for their hospitality, but also for their steak expertise. In partnership with Certified Angus Beef®, Oak's menu features a variety of decadent steak cuts alongside other uniquely modernized Southern staples. The dimly lit restaurant emits an intimate yet lively vibe that makes Oak the perfect destination for any celebration.

Oak's wine list highlights California Cabernet and Old World reds including a selection of Italian and Spanish wines as well as a variety of artisan domestic wines. The cocktail program pays tribute to classic cocktail recipes, while enhancing each flavor with creative, modern ingredients. Oak also offers a curated selection of beers from local breweries that are available both on tap and bottled.

RENTAL FEES & MINIMUMS

Minimums and fees are revenue based and subject to change seasonally.

PATIO SET-UP INCLUDES

- SEATING FOR 40 GUESTS/60 FOR RECEPTION
- BASIC LIGHTING
- SEPARATE AUDIO SOUND SYSTEM
- FANS FOR COOLING
- OUTDOOR PATIO HEATERS

PRIVATE DINING EVENTS

- SEATS 45 GUESTS MAX
- \$3,500 MINIMUM SUNDAY THROUGH THURSDAY
- \$5,000 MINIMUM FRIDAY & SATURDAY

SEMI PRIVATE DINING EVENTS

- STARTING AT \$1,500 SUNDAY THROUGH THURSDAY
- STARTING AT \$2,000 FRIDAY & SATURDAY

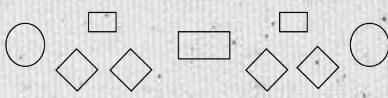
RESTAURANT BUYOUT

- STARTING AT \$12,000 SUNDAY THROUGH THURSDAY

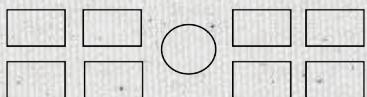


PATIO FLOORPLAN

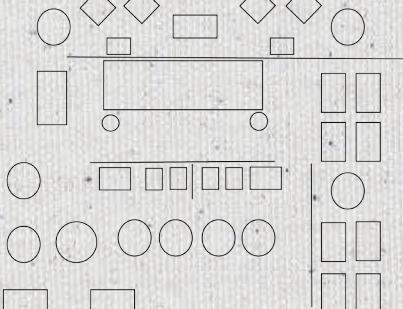
40 GUESTS SEATED, 60 FOR RECEPTION



PRIVATE DINING ROOM FLOORPLAN
45 GUESTS



RESTAURANT FLOORPLAN



CONTACT EVENT COORDINATOR:

Call or email our Event Coordinator Lydia Turner. We recommend estimating your guest count at this time, this will help us to determine the best format for your party.

LYDIA TURNER
Event Coordinator
678.722.8333
lturner@theindigoroad.com

Secure Your Event Date and Time: Host of the event must put down a valid credit card number. We accept Visa, AMEX, MC over the phone or by email.

Sign and Return Your Event Contract: Once a credit card number has been given your coordinator will send you a contract. This needs to be returned by the requested due date/time indicated to secure your reservation.

Submit Your Final Guest Count and Menu Selection: We must receive your final guest count and menu selections by the date listed on your contract. Once your guaranteed guest count and menu are confirmed, you will receive a countersigned contract and proposal from your coordinator.

FREQUENTLY ASKED QUESTIONS

CAN I BRING DECORATIONS?

Decorating for your event is permitted. We ask that your decoration options cannot permanently change the space in any way. Please note that decorations must be put up before the business hours of operation. Flower arrangements may be delivered beginning at 11:00AM. If you need help deciding on something special, our Event Coordinator will be happy to provide suggestions and arrange a time to decorate the room.

CAN I BRING MY OWN DESSERT?

The Indigo Road pastry chefs are available to take dessert requests. If you are looking for a special one-of-a-kind cake, our event coordinator will be happy to provide a list of local vendors. Desserts may be brought in at no extra cost.

CAN I HOST AN EVENT BEFORE YOUR HOURS OF OPERATION?

There is a set minimum at each restaurant you must meet to host an event. Special exceptions will be considered.

CAN YOU PROVIDE SEATING DIAGRAMS?

There are countless ways to vary seating arrangements. Please ask your Event Coordinator about suggested seating floor plans.

ARE YOUR OUTDOOR PATIOS COVERED WEATHER PERMITTING?

No.

WHAT IS THE PROPER ATTIRE?

We recommend business casual attire or smart casual wear.

PRIVATE EVENT QUESTIONNAIRE

(not required)

1. What type of occasion is your event?

2. Who will be the contact person attending the event?

3. Do you have a working budget?

4. Is there a specific table setup that you wish to have in your space?

5. Is there a specific arrival time for your group?

6. Would you like a header for your menu?

7. Will you need audio visual arrangements?

8. Will you be bringing in décor?

9. Are there any dietary restrictions or allergies for any of your guests?

10. Do you have any children that will need special arrangements for menu or seating?

11. Do you have any additional needs or comments?

EVENT GUIDELINES & POLICIES

GUARANTEES

Indigo Roads restaurants require minimum food and beverage charges for private events. For private events, our event sales representative requests notification of the guaranteed number of guests attending your event TWO business days prior to the event. If no guarantee is received, client will be charged for the number of guests originally contracted, or for the number of guests in attendance, or up to the food and beverage minimum (if applicable), whichever is greater.

A \$5,000 food and beverage minimum is required and is not inclusive of applicable tax, sales commission and gratuity. An unmet food and beverage minimum is subject to applicable tax, sales commission and gratuity.

Client's initials

If you cancel your reservation with less than THREE business days' notice, your credit card will be charged a \$500.00 cancellation fee. Cancellations must be made in writing. In addition, Oak Steakhouse will not be obligated to serve or set up for more than the 5% above the guaranteed number of guests.

One bill will be presented and final payment is due upon completion of event. Oak Steakhouse will not accept checks, unless prior arrangements have been made.

PRICING

A 3% commission and 4% sales tax will be added to all food and beverage charges. Liquor is subject to an additional state sales tax. A 20% gratuity is suggested, and prices are subject to change based on Georgia State Law. \$.

**Service and commission fees to be charged in addition to minimum before tax*

DEPOSIT & PAYMENT

We require a credit card number for your file at confirmation to insure the availability on the date of the function. Private events may require a deposit in the form of check or cash. Full payment is charged at the conclusion of the event, unless otherwise arranged.

BEVERAGE SELECTION

Wine selections should be made no later than two weeks prior to the scheduled event. Alcohol selections are offered based on the host's choice for each event. Alcoholic beverages are charged on a per-drink basis. Our Wine Director and Beverage Directors are happy to assist you with any beverage questions or needs you may have. Alcoholic beverages are prohibited from being brought into the restaurant from an outside source.

ROOM FEE & SERVICE

Room fees vary on date, time of year and amount of people. Room rentals guarantee a designated area in the restaurant; regular business is accepted during hours of operation unless you have purchased a buyout.

DÉCOR AND ENTERTAINMENT

Our Event Coordinator will be happy to assist you with entertainment, décor and additional items to enhance your event. Any "special" arrangements should be made in writing through the Private Dining Department (florist, audio-visual equipment, special cakes, etc.) and must be paid for in full, in advance. Payments are non-refundable if contracted services are canceled. Additional third-party fees and expenses may be added. All music must be approved by the Event Coordinator. Displays, signs, and decorations may not be used without express written permission from Oak Steakhouse. The Private Dining Room does have a Flat Screen TV which can be used on any laptop with an HDMI Port. The TV does not support USB or VGA. The TV does have basic cable. Any additional equipment is the responsibility of the client and to be arranged in advance. Client agrees to be responsible for any damages done to equipment or restaurant during their use of the premises. Oak Steakhouse is not responsible for loss or damage to any property brought into or left in the restaurant by client, its employees or guests.

PARKING

Complimentary Valet Parking is available for lunch from 11am - 2:30pm and for dinner from 5pm until close.

SALES COMMISSION & GRATUITY

A 3% sales commission, which is paid to the Private Dining Coordinator, will be added to the final bill before applicable tax and gratuity.

CANCELLATION

If a contracted party must cancel for any reason, the restaurant must have at least 30 days' notice. Should the notice of cancellation be less than 30 days or should there be no notice at all, the deposit will not be refunded. If your party is more than 30 minutes late and does not contact the coordinator or manager on duty, the reserved area will no longer be available. Any changes after the initial contract is signed must be in writing and signed off by both parties.

This agreement is void if it cannot be performed due to uncontrollable circumstances on our part. If food or services specified cannot be furnished for any reason due to such circumstances, other food and services may be substituted at prices ordinarily charged for them, but not in excess of the agreed upon price. Neither party shall be liable for any failure to perform hereunder where such failure is proximately caused by a Force Majeure Occurrence, provided the party experiencing the difficulty gives prompt written notice of the occurrence of the cause relied upon. A "Force Majeure Occurrence" shall mean an occurrence beyond the control and without fault or negligence of the party affected and which by exercise or reasonable diligence the said party is unable to prevent or provide against (i.e., fire, flood, earthquake, storm, hurricane or other natural disaster, war, acts of combatants, terrorists acts, labor disputes, prolonged power or utility outages, etc.)

MENU SELECTION

We have a wide range of menu options available and would be happy to customize a menu for your needs. Any special menu requests (food allergies, special dietary needs, etc.) must be discussed and agreed upon when reviewing menu options with your Event Coordinator. These requests will be noted in writing and signed by both parties.

DINNER

OPTION 1 - \$65 PER PERSON

FIRST COURSE

- LITTLE GEM LETTUCE olive oil crostini, sweet onion, parmesa, parsley, white anchovy-lemon dressing
- LOCAL BIBB LETTUCE WEDGE georgia blue, bacon, chopped egg, radish, cherry tomatoes, chives, buttermilk dressing

SECOND COURSE

- 8 oz. CAB FILET MIGNON whipped potatoes and seasonal vegetables
- BUTTERMILK FRIED CHICKEN BREAST braised collard greens, mac & cheese, potlikker
- MARKET CATCH

DESSERT

- PETIT ENSEMBLE

OPTION 2 - \$85 PER PERSON

FIRST COURSE

- CARPACCIO OF BEEF blue cheese & caramelized onion crema, truffle, fried brioche, watercress
- PAN SEARED SCALLOPS carolina gold rice soubise, english peas, marinated artichoke, benton's country ham, sweet onions

SECOND COURSE

- LITTLE GEM LETTUCE olive oil crostini, sweet onion, parmesa, parsley, white anchovy-lemon dressing
- LOCAL BIBB LETTUCE WEDGE georgia blue, bacon, chopped egg, radish, cherry tomatoes, chives, buttermilk dressing

SECOND COURSE

- 8 oz. CAB FILET MIGNON whipped potatoes & seasonal vegetables
- BUTTERMILK FRIED CHICKEN BREAST braised collard greens, mac & cheese, potlikker
- MARKET CATCH

DESSERT

- PETIT ENSEMBLE

OPTION 3 - \$95 PER PERSON

FIRST COURSE

- CARPACCIO OF BEEF blue cheese & caramelized onion crema, truffle, fried brioche, watercress
- SHRIMP COCKTAIL poached & chilled gulf shrimp, shaved lettuce, cocktail sauce, lemon
- PAN SEARED SCALLOPS carolina gold rice soubise, english peas, marinated artichoke, benton's country ham, sweet onions

SECOND COURSE

- LITTLE GEM LETTUCE olive oil crostini, sweet onion, parmesa, parsley, white anchovy-lemon dressing
- LOCAL BIBB LETTUCE WEDGE georgia blue, bacon, chopped egg, radish, cherry tomatoes, chives, buttermilk dressing

SECOND COURSE

- 8 oz. CAB FILET MIGNON whipped potatoes & seasonal vegetables
- BUTTERMILK FRIED CHICKEN BREAST braised collard greens, mac & cheese, potlikker
- MARKET CATCH

DESSERT

- PETIT ENSEMBLE

OPTION 4 - \$110 PER PERSON

FIRST COURSE

- CARPACCIO OF BEEF blue cheese & caramelized onion crema, truffle, fried brioche, watercress
- SHRIMP COCKTAIL poached & chilled gulf shrimp, shaved lettuce, cocktail sauce, lemon
- PAN SEARED SCALLOPS carolina gold rice soubise, english peas, marinated artichoke, benton's country ham, sweet onions

SECOND COURSE

- LITTLE GEM LETTUCE olive oil crostini, sweet onion, parmesa, parsley, white anchovy-lemon dressing
- LOCAL BIBB LETTUCE WEDGE georgia blue, bacon, chopped egg, radish, cherry tomatoes, chives, buttermilk dressing

SECOND COURSE

- 8 oz. CAB FILET MIGNON whipped potatoes & seasonal vegetables
- BUTTERMILK FRIED CHICKEN BREAST braised collard greens, mac & cheese, potlikker
- 16 oz. CAB PRIME BONELESS RIBEYE whipped potatoes & seasonal vegetables
- MARKET CATCH

DESSERT

- PETIT ENSEMBLE

MENU SELECTION

We have a wide range of menu options available and would be happy to customize a menu for your needs. Any special menu requests (food allergies, special dietary needs, etc.) must be discussed and agreed upon when reviewing menu options with your Event Coordinator. These requests will be noted in writing and signed by both parties.

LUNCH

OPTION 1 - \$30 PER PERSON

FIRST COURSE

- LITTLE GEM LETTUCE olive oil crostini, sweet onion, parmesa, parsley, white anchovy-lemon dressing
- LOCAL BIBB LETTUCE WEDGE georgia blue, bacon, chopped egg, radish, cherry tomatoes, chives, buttermilk dressing

SECOND COURSE

- 5 oz. CAB FILET MIGNON hand cut herb parmesan frites
- BUTTERMILK FRIED CHICKEN BREAST braised collard greens, mac & cheese, potlikker
- MARKET CATCH seasonal vegetables

DESSERT

- PETIT ENSEMBLE
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OPTION 2 - \$40 PER PERSON

FIRST COURSE

- JUMBO SHRIMP COCKTAIL cocktail sauce, horseradish
- LITTLE GEM LETTUCE olive oil crostini, sweet onion, parmesa, parsley, white anchovy-lemon dressing
- LOCAL BIBB LETTUCE WEDGE georgia blue, bacon, chopped egg, radish, cherry tomatoes, chives, buttermilk dressing

SECOND COURSE

- 5 oz. CAB FILET MIGNON hand cut herb parmesan frites
- BUTTERMILK FRIED CHICKEN BREAST braised collard greens, mac & cheese, potlikker
- MARKET CATCH seasonal vegetables

DESSERT

- PETIT ENSEMBLE



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