



PRIVATE EVENTS  
INFORMATION





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# TYPES OF EVENTS

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## TYPES OF EVENTS

Networking & Happy Hour Events  
Holiday & Staff Appreciation Parties  
Bithday, Anniversary, Bachelorette Parties  
Wedding Reception

## CAPACITY

Full Buyout: 150 people

Semi-Private Partial Buyout

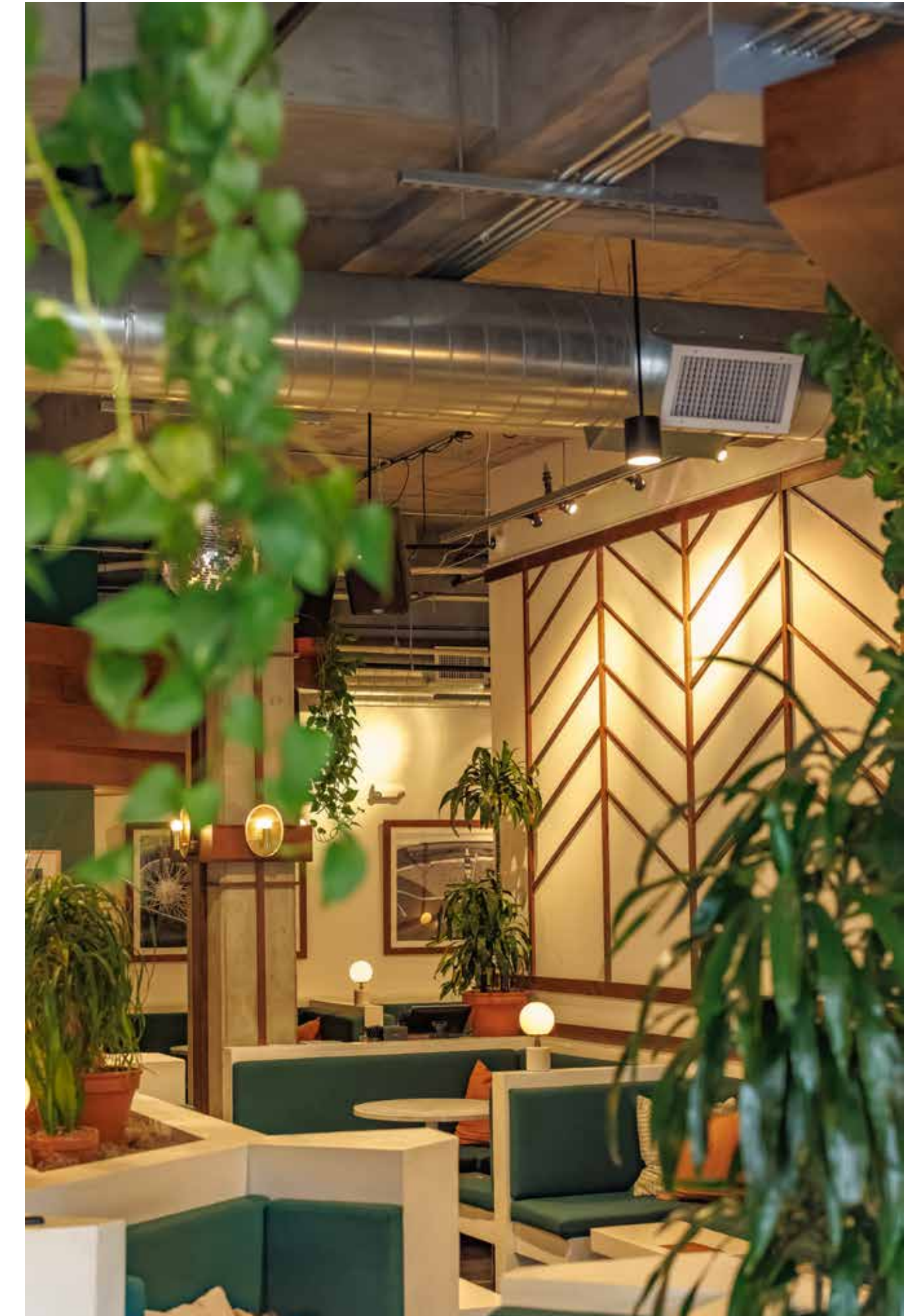
- Front (no patio): 20 people
- Front (with patio): 30 people
- Back: 30 people

## HOURS & DURATION

Full Night Buyout: 4pm - 11pm

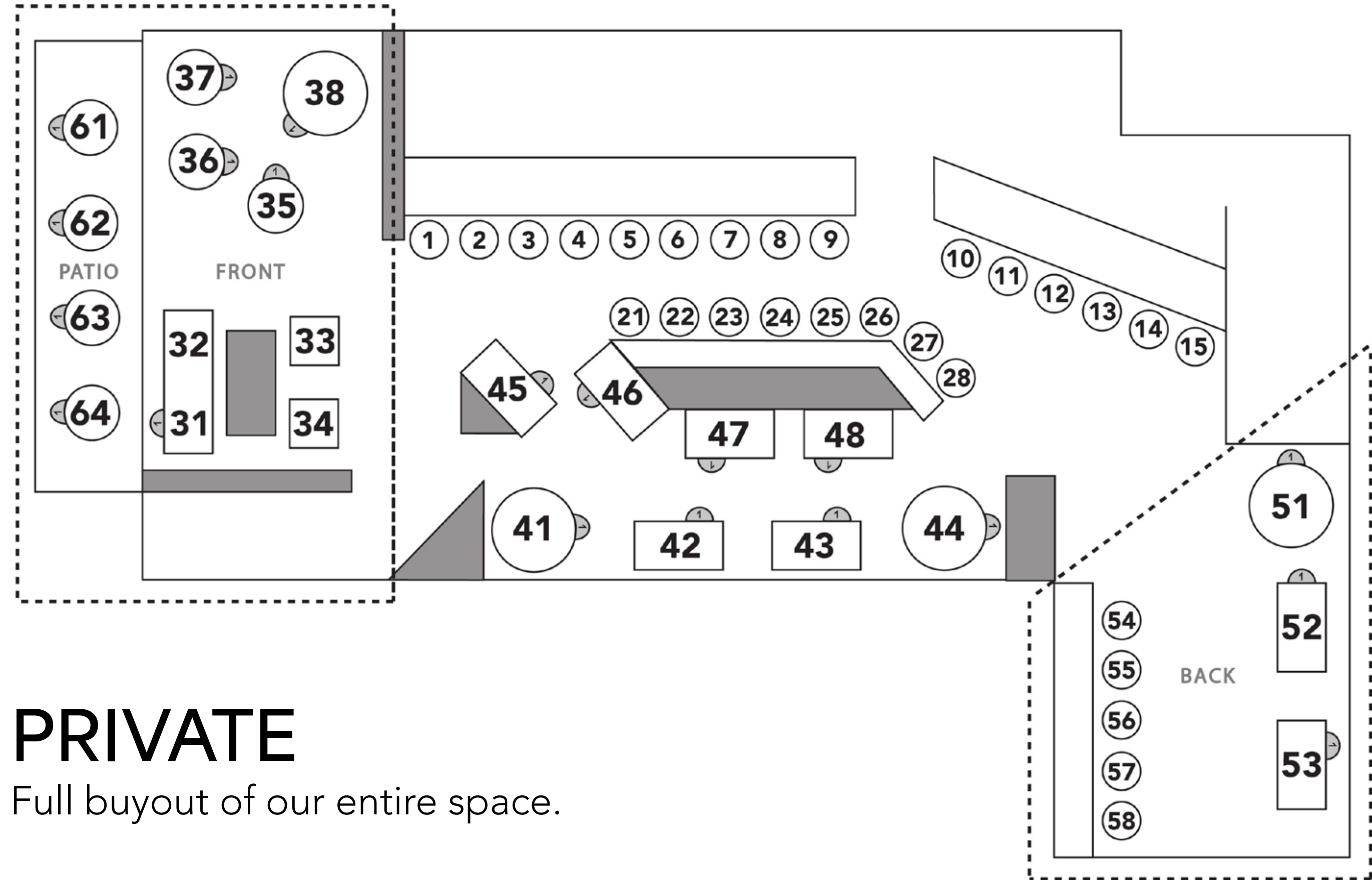
Half Night Buyout

- Early: 4:00 - 7:30 pm
- Late: 8:00 - 11:00 pm





# FLOOR PLANS



## PRIVATE

Full buyout of our entire space.

## SEMI-PRIVATE / PARTIAL

Partial buyout of either the front or the back of the bar. Other bar guests will need to pass through the space to access their seats or access the restrooms.



# OUR FACILITIES



## FACILITIES

### Bar Space

- Three wells, 15 bar seats (at the main bar)
- Capable of quick service for up to 150 people

### Lounge Space

- 16 tables, 60 seats, plus 14 additional bar seats

### Patio Space

- 4 tables, 16 seats

### Shared Bathrooms

- Shared with three other businesses in building

## CAPABILITIES

### Audio & Video Capabilities

- Custom playlist for full buyouts via Spotify
- Microphone (x2)
- Projector, but no projector screen



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# BEVERAGE PACKAGES

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## MENU & LIMITATIONS

### Menu Offerings

- Our Main Menu: signature cocktails, non-alcoholic cocktails, beer, wine, and cider are all available.
- Happy Hour is not available for full buyouts

### Classic Cocktails & Back Bar

- We also offer classic cocktails and highballs for full buyouts (Old Fashioned, Martini, Margarita, Negoni, etc.)
- Back Bar bottles are not available for full buyouts. We will only pour our well spirits for highballs (vodka soda, gin & tonic, etc.)
- Shots and neat pours are not available for full buyouts.

## FOOD

Our food menu is not available for full buyouts, but we will work with any catering service you would like to use for your event.

No outside food is allowed for partial buyouts (cake, cupcakes, etc).

## OUTSIDE VENDORS

For full buyouts, we are happy to work with any vendors you would like to employ for your event. In the past we have had DJs, Food Trucks, Photo Booths, Drag Queens, Burlesque Entertainers, etc.



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# EVENT DETAILS

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## TABS & PAYMENT

Multiple tabs are allowed. In the event the minimum spending amount is not reached, the card on file will be charged the outstanding balance. A 20% gratuity will be applied.

## IN & OUT TIMES

For partial buyouts, the host is allowed in 15 minutes prior to the start time. All decorations and vendors must be out by 30 minutes after the end time of the event.

## DECORATIONS

We encourage decorations! Any decorations must be removed by the host of the event.

## OUTSIDE FOOD & DRINK

No outside food or drink is allowed for partial buyouts (cake, cupcakes, etc).

## CANCELLATION POLICY

If you need to cancel your event, you must do so within 48 hours of the event or you will be charged 50% of the spending minimum.

## MINIMUM SPENDING

Any buyout will require a minimum spending amount. This amount is the subtotal and does not include tax and 20% gratuity.

## DEPOSIT & CREDIT CARD ON FILE

We do not require any deposit, but we do require credit card information to be put on file in the event of a cancellation, outstanding balance, or unreached minimum spending balance. The card on file will be charged if any of these instances occur.

## POINT OF CONTACT

The on-premise point of contact will be responsible for payment.

# SPENDING MINIMUMS

Spending minimums are based on subtotal and do not include tax and 20% gratuity which be added to the final bill.

**ALL NIGHT  
4:00 - 11:00 PM**

**HALF NIGHT  
EARLY: 4:00 - 7:30 PM**

**HALF NIGHT  
LATE: 8:00 - 11:00 PM**

FULL

FRONT

BACK

FULL

FRONT

BACK

FULL

FRONT

BACK

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

**IF YOU ARE INTERESTED IN HOSTING AN EVENT AT  
LADY JANE, CONTACT US VIA EMAIL TO RECEIVE OUR  
REQUIRED MINIMUM SPENDING AMOUNTS.**



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# NEXT STEPS

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## QUESTIONS

If you have any questions or need additional clarification, please email our General Manager, Stuart Weaver at [stuart@ladyjanedenver.com](mailto:stuart@ladyjanedenver.com)

## WALK THROUGH

If you would like to schedule a walk through, please reach out to schedule a time.

## CONTRACT

We will draft a BEO that outlines the details of your event and will require your signature and credit card information before the date will be secured.