

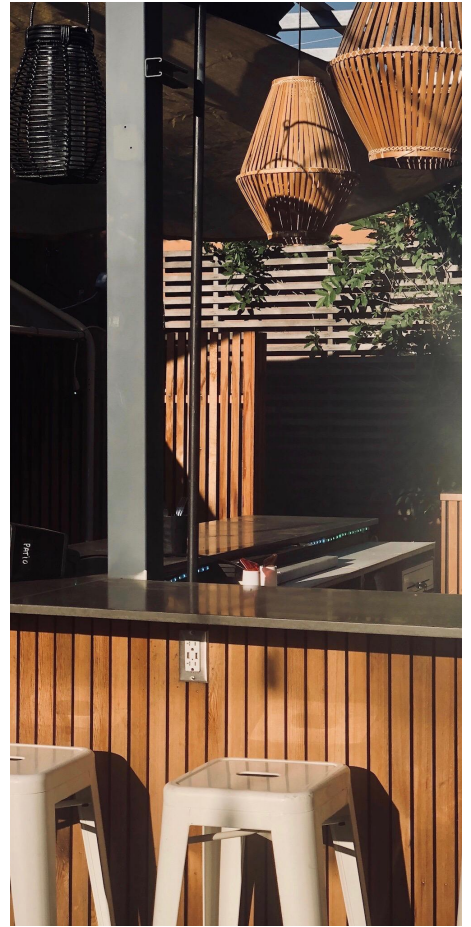


VENUE RENTAL + CATERING SERVICES


Events, Workshops, Corporate Offsites, Pop ups and more..

Poa Cafe

Fall 2019/ Winter 2020



Portland's Hidden Gem



Poa Cafe is Portland's hidden gem.

We serve up no frills, delicious, clean food that is healthy, on “trend”, and always a hit with your people..superfoods, smoothies, elixirs, grazing boards, cocktails, non-alcoholic specialty drinks and custom made meals for all diets.

Our beautiful cafe space has a cozy, atmospheric night time vibe that is private and perfect for so many events. And if you request our services or venue space during business hours, we can do that as well. We are conveniently located in NE Portland, on the N Williams Ave bikeway corridor. center of the city's most popular neighborhoods: Mississippi Ave, Alberta Ave and The Pearl district.

We host everything from intimate dinner gatherings, workshops and celebrations, to corporate events and receptions. Our large open floor plan and flexible seating is able to accommodate many different styles, sizes and budgets. The space is minimal and modern, yet extremely inviting. The lush outdoor patio space is beautifully lit with hanging globe lights and a warm amber glow from the central firepit that creates the perfect ambiance for your guests.

Each event is specifically tailored to fit your needs, and our team will handle everything to ensure a lovely experience all around.

We cater with both food and bar packages (delivery too), or have the option to host BYO.

Amenities

INCLUDED:

- Assistance with set up
- Summer air condition indoors
- Lighting, A/V, Music set up
- Free street parking/ Alley unload
- Garbage/Recycling
- Children's play area
- Two private Restrooms
- Seating (up to 85), tables, area for gifts, storage
- Private entrance/exit
- Filtered Kangen alkaline water
- Assistance with clean up

ADDITIONAL COSTS:

- Catering Options available for Food and Bar Packages: Pricing varies
- BYO Bar Packages -OLCC Server required @ \$30/ hr per 25 guests wine corkage fee + glassware included
- Kitchen Rental \$75-\$300 based on number of guests + needs
- Cold storage, dishware, glassware, serving Silverware, Plating, Napkins per course \$1/ pp includes use and washing
- Ice for buckets \$5 / 20lb

EXTRAS :

- Additional Tables and or furniture rental
- Photographer
- Decorations
- Wedding Ceremony backdrop
- Flowers and arrangements
- Wedding Cakes. Birthday Gender Reveal cakes, cupcakes
- Canvas Tent rental for patio: price TBD
- Wedding ceremony photo-op backdrop: \$250

Venue Rental

Additional Costs on the following page.

PER HOUR with 3 HOURS minimum
1900 sq ft indoors ; 1500 sq ft outdoors
Full Buy Out with use of Patio space
Capacity Seating: 50-75 (incl out) / Standing: 120
Fire pit fee \$20/ hr

Weekdays after 2pm \$95/ hr.*
Weekends after 2pm \$110/ hr
Weekday before 2pm \$150 / hr (4 hour minimum)
Weekend before 2pm \$200 / hr (4 hour minimum)

Add ons:

Over 25 guests - \$50/ hr
Over 50 guests - \$75/ hr
Over 75 guests - 100/ hr
100-120 \$125/ hr



*During our Business Hours 8am-3pm
\$1k is minimum Buy (if renting venue only, service fee may be added)

Brunch Patio Service reservations for 12 or more guests,
please call ahead 503-954-1243

Catering services

Our chef will help create a package that is perfect for your event.

Pricing ranges from \$10-\$18/ pp for the following:

- Hor d'oeuvres/ Grazing Platters
- Buffet style Brunch or Dinner
- Full Plated Dinner Service
- Family Style Share Meal Service
- Bar or Cocktail Hour
- Wine and Beer service
- Non Alcoholic Beverage
- Dessert -Pastry
- Coffee/ Espresso
- Smoothie



Catering Options - Food



Grazing Boards:

Meat + Cheese

Fruit + Cheese

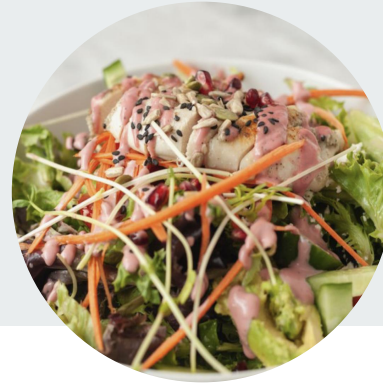
Vegan



Buffet Casual:

Smoothies

Salads, Sammies, Burritos



Family Style Service

Vegan options

Meat, Fish , Veggies, Salads



Full Service Plated

*We can also create any catering packages from our cafe menu, or serve a la carte from a pre-fixe menu

Catering Options- Drinks



Smoothies

\$6 pp with meal

\$7-9 w/o meal

Menu online *

Build Your Own Free Delivery
within 5 miles with \$100 min



Beer + Wine

Draft Microbrew Beer \$22

Per pitcher serves 4- 5

House Wine Bottles \$18- 22

Rose, White, Red One
standard 750ml bottle yields six
glasses



Cocktails

Cocktails per pitcher \$32-38

Serves 4-5

Bar Packages avail

Non-alcoholic cocktails



Custom Packages Avail

Open Bar, Cash Bar

We can create any package to
fit your needs. We have an
indoor + outdoor bar.

Estimate 1 cocktail per adult
per hour when creating.



Bar Pricing

2L pitchers serve 5-6 12oz glasses

Iced tea or Lemonade \$16 /2L

Mimosa \$26

Draft beers \$22-26

Seasonal coolers \$32-36

Bloody mary \$38

Margarita on the rocks \$38

Real fruit frozen Daquiris, Margaritas or colodas \$42 serves 5-6

Open coffee bar \$5pp

Espresso Coffee drinks, matcha and elixirs

Cafe Umbria coffee service \$3 pp / \$20 airpot

Served with creamer, alt milks, sugars

Bar Packages

If you are renting the space only and wish to bring in your alcohol, you must still pay for our OLCC certified Event Bartender to help supervise the pour of alcohol. Cost is \$30/ hr. Per groups of 25 people , tip not included.

This Service fee is waived if Bar Package is purchased with us. And \$30/ hr per 25 pp is met.

Bar service must end thirty (30) minutes before the scheduled end time of the event or at 10:30PM.

No alcohol is allowed to be served to minors while on the premises.

The host agrees to be responsible for the consumption of alcoholic beverages by all guests and understands that service may be refused at any time.



Starters

Guacamole and house made salsa with corn chips

Small \$35 serves 6-8

Large \$50 serves 8-12

Party \$75 serves 12-18

House made Beet Hummus, Crisp Farm Veggies+ Crostini

Small \$38 serves 6-8

large \$46 serves 8-12

party \$65 serves 12-18

Antipasto Charcuterie Board

Small \$55 serves 6-8

Large \$75 serves 8-12

Party \$125 serves 12-18

Other options available, including GF and Vegan

Flatbreads

Cheese, tomato + basil

Small \$28 serves 6-8

Large \$42 serves 8-12

Party \$95 serves 12-18

add ons: roasted veggies \$10, Goat cheese \$12

Bacon \$18; roasted chicken \$3/pp

Gluten free Add \$8

Add on House Salad + 3/pp

Spring Green Salad

Farm greens with cherry tomatos, shaved radish, carrots, cucumbers, pepitas and sesame seeds, house mustard vinaigrette, salt flakes and pepper

Medium \$24 serves 6-8

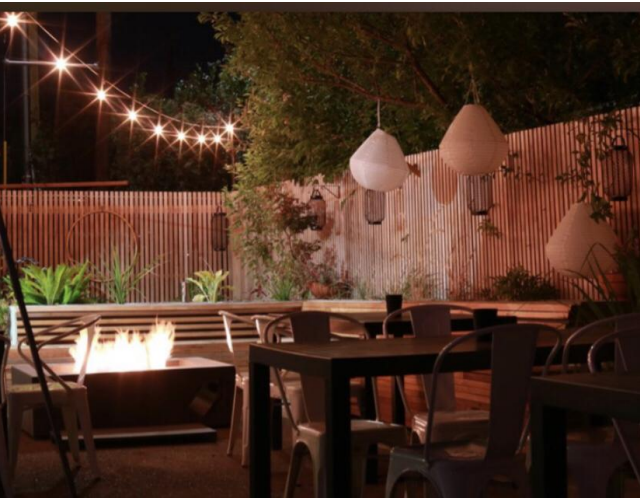
Large \$38 serves 8-12

Party \$55 serves 12-18

Other options available, including GF and Vegan

For more info contact booking@poacafe.com

... we're so excited to celebrate with you!



Deposit + Cancellation There is a \$200 deposit charge. made with credit card to be kept on file, to hold the day/ time of event. Events cancelled beyond seven calendar days of the event may be subject to be charged the full \$200 deposit. You must confirm the number of guests within 7 days, and a new estimate will be drawn if needed. 50 % is due within 5 days of event and can be paid on credit card (with additional 8% added), or check (no additional fee). The remaining will be due the day of the event, often at the end, unless it is a pre-determined buy. Poa Cafe reserves the right to cancel or relocate any event under the following conditions: cafe needs to close for emergency or legal purposes, national emergency, severe weather or other act of god. Events cancelled for these reasons will not be subject to any cancellation charges.

Billing & Payment Cash, checks, or credit cards (Mastercard, Visa, Discover, American Express all charge 8% credit card fee) are acceptable forms of payment. A \$200 deposit is required at the time of booking, there may be a 50% down requested within 5 days of the event, and final payment is required on the date of service (unless prior arrangements have been made). All prices are subject to change due to market fluctuations, unless such prices are confirmed in writing.

Event Location & Access

Event is at Poa Cafe 4025 N Williams, and your agreement will confirm whether your reservation includes access to the back space, front space or entire Buy Out. A staff member will let you in for drop off or decorations, and will also lock up in the evening. You are responsible for any damages that incur to the premises based on misuse or abuse, and an amount will be determined based on the specific damage incurred. Early access may not be granted if another event or cafe public hours are in progress

Food & Beverage Guarantee Client must notify us of the guaranteed number of people attending the event at least seven (7) calendar days prior to the event. If a final guarantee is not received on time, and the number indicated on the estimate order is lower than actual, the estimate will be considered correct & a guarantee for which you will be charged. We will make every effort to accommodate last minute changes to your order after it has been confirmed. However, please understand, however, that if changes are made less than 72 hours before your event, we will not be able to guarantee additions and reductions will be billed to the extent that the food has already been prepared.

Food Service Food service may include plated, family style service or Buffet service. With Plated service, our staff will bring out the plated meals to your guests at the table. Please help us determine in advance any dietary restrictions. If appetizers are ordered in advance at cocktail service, they may be brought around to your guests or placed on a table, determined in advance. Our goal is to ensure that all food is properly handled and to minimize food waste. We take the responsibility of safe food handling seriously to ensure that none of our guests are susceptible to food-borne illnesses. Therefore, food ordered, but not consumed, at a catered function may not be removed from the function site. This policy is standard in the catering industry

Insurance For weddings and parties over groups of 100 that will have alcohol, we ask that you purchase a liquor liability insurance for the event in our name

Cake Service You are welcome to bring in your own cake at \$1 per guest plate fee if we need to supply the following: use of plates, forks, napkins and serving utensils. If you bring in your own supplies, this fee is waived.

Tableware Silverware, linens and glassware are provided in all venue rentals and food and bar service packages. If you wish to bring your own please advise your event coordinator in advance.

Menu Tasting Wedding parties are able to schedule an appointment to discuss the menu and arrange a sample tasting. It is helpful if you have an initial meeting with our staff before scheduling a tasting. It helps with tailoring the tasting to your needs. Menu tastings will only be scheduled after your reservation has been confirmed.

Labor Our staffing ratio is generally one server per every twenty five guests and the cost of service is included in pricing. However, should your event exceed the contracted end time, or require additional staffing at your request, additional fees may apply.

Gratuity Gratuity is a standard 20% service charge on the cost of meal and wine service, and some Bar service as well. An additional 20% will apply to service needed for events scheduled on major holidays: Easter Sunday, Independence Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve & New Year's Day. Depending on services reserved for Room Only, gratuity may be applied but will be discussed in advance.

I have read and understand the terms of the above policies and notices. In the event of a cancellation, no show or decrease in party size less than five days in advance of reservation policy, I authorize Poa Cafe to charge my card 50% of the estimate total.