



THE BOWDEN  
EVENTS & WEDDINGS

Where  
**Elegant Celebrations**  
Meet  
**Cultural Tradition**

Luxury venue experiences with the flexibility to honor your traditions, cuisine, and community.



[thebowden.org](http://thebowden.org)

# Outside Caterer Guidelines

- ▶ The Bowden will supply **9 long and 4 round chafing dishes and a limited supply of utensils (normally 1 buffet)** for use at contracted event. Vendor must supply remaining necessary chafing dishes and utensils.
- ▶ **EQUIPMENT FORM DUE 2 WEEKS BEFORE EVENT – FORM TO BE FILLED OUT BY CATERER ONLY**
- ▶ Vendors must be appropriately dressed for the event. **No sandals or wrinkled clothing will be allowed.**
- ▶ **Vendor must serve on time, according to BEO. There will be a two hour limit for food to be out. NO EXCEPTIONS.**
- ▶ Vendor must supply enough food for entire head count and keep food at the appropriate temperature at all times. (see second page for temps)
- ▶ Vendor must bring AT LEAST 3 staff members to prep pans of food (The Bowden will provide 2 servers per buffet line to help deliver it to the buffet tables). **NO COOKING WILL BE ALLOWED ON PREMISES.** (Limited fryer and oven access can be arranged if discussed in advance.)
- ▶ Vendors must supply and wear gloves when handling all food. All food must be covered by plastic wrap in the hot boxes. Vendor will provide plastic wrap.
- ▶ Vendor and Client must meet with The Bowden Chef **at least 2 weeks prior to event** to go over required standards and timelines.
- ▶ Vendor must clear out all items **1 hour after buffet service closes.**
- ▶ Vendor will load and unload on the loading dock (east side of building).
- ▶ Hot boxes, fryer, prep tables, and walk-in cooler must be cleaned. **VENDOR MUST BRING OWN OIL IF FRYER IS USED.**
- ▶ No consumption of alcohol by the vendor while on property
- ▶ Vendor must clean the kitchen, returning it to the way it was upon arrival. A fee of \$1,000 will be assessed if not properly cleaned.

# Outside Caterer Guidelines

If an Action Station is approved to be brought in,  
it must be staffed by the Caterer's staff

Fee for The Bowden to serve appetizers from stations  
(not self serve): \$150++ per station

- ▶ Caterer must bring in own drink containers and ensure drinks are kept at the appropriate temp – may use our coolers upon arrival.
- ▶ If food is to be taken home by client, vendor must provide to go containers and box it for client before vendor leaves.

## Temperature Guidelines

**Please note: All food must arrive within these temperature ranges and not in the danger zone, or food will not be allowed to be served.** Caterer will be allowed to utilize hotboxes, ovens and walk-ins to keep things at temp or maintain temp.

*If The Bowden is asked to bring to temp or  
fix any food problems,  
an additional charge of \$1000 will be assessed to the client.*

**Food must arrive in a hot box or cooler  
Hot food must arrive at 135 F degrees or above  
Cold food must arrive at 40 F degrees or below**

By signing this document, I agree to abide by these guidelines and understand that any additional items needed will be at the cost worked out by the vendor and client. Any deviation from these guidelines will result in the client's deposit being forfeited and the caterer's risk of not being allowed back to The Bowden.

\_\_\_\_\_  
*Client Signature*

\_\_\_\_\_  
*Vendor Signature*



## Non-Peak Months

JAN, FEB, MAR,  
JUN, JUL, AUG

### PERPERSON PRICING

401-500+ **\$30++pp**  
301-400 **\$32++pp**  
1-300 **\$37++pp**

### FOOD & BEVERAGE MINIMUM

Weekday - **\$7,000**  
Friday - **\$13,000**  
Saturday - **\$15,000**  
Sunday - **\$10,000**

## Additional Complimentary Amenities for OFF Peak Months

Stage  
Faux Wood Dance Floor



## Outside Catering Pricing and Amenities

- ▶ Caterer must be approved by our Chef
- ▶ Only reception food will be allowed to be brought in. All other food must come through The Bowden

### Facility Fee includes:

Tables/Chairs  
White Linen  
Choice of Colored Napkins  
Buffet Tables ( if needed)  
Chafing Dishes and Utensils  
Includes Coffee, Tea and Water

**\*Must choose Soda Bar, Mocktail Bar, or Open Bar option with per person pricing**

\*Changes in guest count that result in a tier change will be charged at the higher price for the entire count.



## Peak Months

APRIL, MAY, SEPT,  
OCT, NOV, DEC

### PERPERSON PRICING

401-500+ **\$30++pp**  
301-400 **\$35++pp**  
1-300 **\$40++pp**

### FOOD & BEVERAGE MINIMUM

Weekday - **\$10,000**  
Friday - **\$15,000**  
Saturday - **\$20,000**  
Sunday - **\$13,000**

A 25% service charge is applicable to all food and beverages.

**Holiday Pricing:**  
Holidays are considered peak days.

# Bar Pricing

## HOSTED BAR PACKAGES

4 Hours | Additional Hour

### SODA PACKAGE

\*Required for all guests ages 5-20 when accompanying Hosted Bar

**\$15 | \$5 per additional hour**

Sodas | Juice (Cranberry, OJ, Grapefruit)  
| Cocktail Mixers (Rose's Lime, Rose's Grenadine, bitters) Garnishes (Lemon, Lime and Cherries)

## HOSTED CALL BAR PACKAGE

Includes Soda Package & Beer & Wine Package

**\$47 | \$12**

Tito's | Skol | RonCorina Silver | Old Crow | Dewar's Sauza | Jack Daniels

## HOSTED CALL BAR PACKAGE

Includes Soda Package & Beer & Wine Package

**\$60 | \$13**

Grey Goose | Bombay Sapphire | Crown Royal | Johnnie Walker Black | Patron Silver | Bacardi Superior | Buffalo Trace

\*Champagne Toast is included in this package

## HOSTED PLATINUM BAR PACKAGE

Includes Soda Package & Beer & Wine Package

**\$72 | \$15**

Ciroc | Hendrick's | Ten to one White | Michter's

Single Barrel Rye | Casamigo's Blanco Woodford Reserve | Hennessy VS Glenlivet Founder's Reserve

\*Champagne Toast is included in this package

\*This bar requires an additional security officer

## Mocktail Bar | \$20pp

Choose 3, choice of salt, sugar or tatin rim

Add to Soda Bar \$10pp | Add Mango Lassi \$5pp

## ON CONSUMPTION BAR

50% of guest count will be charged up front at \$40 per person, with remaining balance due at end of event

# Amenities & Measurements



HEIGHT: 3FT 2IN

BACK HEIGHT: 24IN

BACK CUSHION: 15IN

FRONT CUSHION: 18IN



**\$ 7 PER CHAIR**  
**GOLD METAL**  
**CHIVARI CHAIRS**

HEIGHT: 3FT 2IN

BACK HEIGHT: 24IN

BACK CUSHION: 12IN

FRONT CUSHION: 17IN



**GLASS AND CANDLES**  
**CENTER PIECES**  
**\$ 20**

VASE DIAMETER: 3IN

VASE 1: 10.5 IN

VASE 2: 9 IN

VASE 3: 7.5 IN

MIRROR: 11 IN



**CHARGERS**  
**GOLD**  
**SILVER**

**\$ 1 PER CHARGER**

13IN



**GREEN WALL**  
**\$ 250**

HEIGHT: 8 FT

WIDTH: 8 FT

**NEON SIGN**  
**FOR GREEN WALL**  
**\$ 150**

LET'S CELEBRATE

HAPPILY EVER AFTER

BETTER TOGETHER



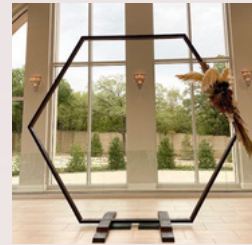
**CROSS**  
**\$ 250**

HEIGHT: 3FT 2IN

BACK HEIGHT: 24IN

BACK CUSHION: 12IN

FRONT CUSHION: 17IN



**ARCH**  
**\$ 600**

VASE DIAMETER: 3IN

VASE 1: 10.5 IN

VASE 2: 9 IN

VASE 3: 7.5 IN

MIRROR: 11 IN



**WHITE DANCE FLOOR**  
**\$ 1200**

24FT X 24FT

**FAUX WOOD DANCE FLOOR**  
**\$ 800**

24FT X 24FT

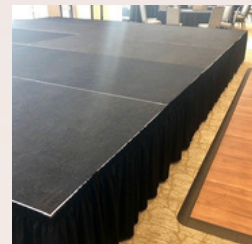


**WHITE STAGE FACADE**  
**\$ 500**



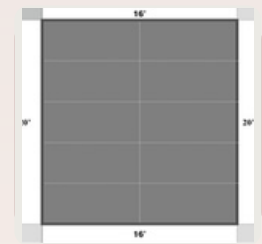
**BLACK OR WHITE PIPE AND DRAPE**  
**\$ 500 FOR 2 PANELS**

WIDTH: 20FT | HEIGHT: 12 FEET



**STAGE**  
**\$ 100 PER PIECE**

10 PIECES



PIECE: 8FT X 4FT

HEIGHT: 2FT