



TOMPKINS by THE RACK HOUSE®
PRIVATE EVENT SPACE / BANQUET ROOM MENU AND AGREEMENT

Event Coordinator: Chrissy Vorst

314-517-3627

TompkinsEvents@TheRackHouseKWW.com

BASIC INFORMATION:

- **NO ROOM RENTAL FEE**
- **We charge a \$75 room cleaning fee, which is not subject to gratuity.**
- **We impose a 1.9% credit card processing fee. Corporate checks or cash are accepted.**
- **Your date is not secured until the confirmation page in this packet is received by our staff on a first come, first serve basis. You will receive an email to confirm your booking.**
- Room minimums include ALL guests, not only the host. Any purchase by anyone in the party counts towards the minimum
- The private room seats up to 75 guests, or can accommodate larger groups who are not all seated at the same time
- Room reservations are for up to 4 hour time slots. Due to multiple events, parties during the day will need to end generally before 3pm in order for the room to be set for evening parties. \$50/hr for additional time.
- **Deposits are HELD and not charged** unless necessary for a late cancellation or damage
- **No outside alcohol is allowed under any circumstance**
- You may purchase bottles of wine or gift certificates in order to reach the MINIMUM
- Event dates are not secure until a DEPOSIT is provided (CC# or held check) and rental agreement is signed
- Cancellations less than 14 days before event will be subject to loss of deposit. Lost deposit may be used to book a later date, This deposit is not charged when the room is held, only the day of the event in case of damages or late cancellations.
- **FOOD orders must be placed TWO WEEKS prior to the event. \$75 fee for late orders**
- Customized food and drinks may be available upon request
- **NO confetti, glitter or small pieces. NO tape or hooks on the walls for decorations. \$50 fee for glitter/confetti and \$50 fee PER each damaged spot on the wall(s)**
- **A 20% gratuity will be added to the final bill**
- **You are allotted 60 min prior to your event to set up decorations, etc.** If more time is needed it will be allowed, unless there is another party using the room. The event coordinator will confirm if more time is allowed.
- A minimum of 25 people required for a buffet. **For all buffets, we will charge for the number of people stated in the final confirmation or the actual number of attendees, whichever is greater.** We make food based on the confirmation.
- Customized limited menus are available based on number of guests and day/time. These must be coordinated with the event coordinator prior to the event. We would be glad to make suggestions or send samples!
- **All food for the event must be ordered PRIOR to the event** unless specifically stated, in writing, by the Event Coordinator.

Tompkins by The Rack House® is not responsible for any lost, stolen, or damaged personal items, nor is Tompkins liable for any personal injury that may occur on or around the premises during your event.

Tompkins requires a valid credit card on file to cover any incidental or intentional damages to the banquet room or any area of the premises made by your guests during the event.

KEEP THIS PAGE FOR YOUR PERSONAL REFERENCE.



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ADDITIONAL INFORMATION & OPTIONAL UPGRADES:

- Kids under the age of 12 year old are 1/2 price on all food
- Food cost includes the use of black table cloths and non-alcoholic drinks
- Other colored table cloths can be pre-ordered for a cost of \$6 each
- Linen napkins can be formally placed at each table setting, The color need to be finalized at confirmation of food, napkins are \$1 each.
- Cake cutting fee is \$3 per person
- Music must be kept low enough to not be heard in the main dining room until 9pm at the earliest.
- Tompkins can provide overhead music via Spotify or we can usually hook up a personal device to the audio receiver. We are not responsible for damage to a personal device.
- Water will be provided for the group to pour themselves, or individual waters can be placed at each setting for \$1 per person
- Plated Salad service is available for \$3 per setting.
- Champagne toast is available for \$3.50 per person. This can be for the entire party or for a smaller group. Champagne flutes will be placed at the table settings.
- Table side wine service can be added to any bar package for an additional \$4 per person over the age of 21. Servers would offer two wine choice to each guest while they sit and enjoy their meal.

MINIMUM SPEND DATES/TIMES

PRIVATE ROOM

MON - FRI for parties ending by 3pm.....	\$400 MINIMUM + \$100 deposit
SUN for parties starting after 3pm	\$400 MINIMUM + \$100 deposit
TUE & WED for parties starting after 3pm:	\$600 MINIMUM + \$100 deposit
SAT & SUN for parties ending by 3pm	\$600 MINIMUM + \$100 deposit
THURS for parties starting after 3pm	\$800 MINIMUM + \$100 deposit
FRI & SAT for parties starting after 3pm.....	\$1200 MINIMUM + \$200 deposit

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Event Date _____

Setup Time _____ Start Time _____ End Time _____

Number of Guests _____ Type of Event _____

Printed name and information for primary contact person:

Name _____

Cell _____ Email _____

Payment information:

Deposit: Check or Credit Card for a total of \$_____.00

Deposit is **HELD, not CHARGED**, unless there is a late cancellation or damages to the room.

Credit Card information for payment to cover any damages to the room:

Type: _____ #: _____ EXP: _____ CVV: _____

Name of Cardholder: _____

Billing address: _____

I understand and authorize Tompkins by The Rack House® to bill the above card for any intentional or incidental damages to the banquet room or premises made by my guests during the scheduled event.

I also understand that full payment is due at the end of my event and that a 20% gratuity will be added to the final bill.

I have read and understand the Basic Information regarding use of the room, how I will be charged, including minimum spend requirements.

In accordance with Missouri law and the regulations set by Visa, Mastercard and Discover, I understand that Tompkins by The Rack House® will impose a 2% processing fee for any credit card payments. Initials of Card Holder: _____

Signature of Credit Card Holder: _____ Date: _____

I understand that any food left over from my event can **ONLY** be taken home **IF** it is boxed up and put in the refrigerator no more than 2 hours after it has been served. I also waive Tompkins by The Rack House® from any responsibility once the food has left the premises as they cannot ensure it is kept at proper storage temperatures and conditions.

Name of event Host: _____ Signature: _____ Date: _____

Tompkins by The Rack House®
500 South Main Street
St. Charles MO 63301
Chrissy Vorst 314-517-3627
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Brunch Buffet

Minimum guest count of 25

1 protein + 1 side = \$10/person

1 protein + 2 sides = \$12/person

2 proteins + 3 sides = \$14/person

3 proteins + 3 sides = \$16/person

Proteins

Scrambled Eggs

Bacon

Breakfast Sausage

Miller's Ham

Sides

Cheesy Potatoes

Toast with Whipped Butter

Pancakes with Syrup & Butter

Fresh Seasonal Fruit

Specialty Items

in addition to the cost above

Eggs Benedict (add \$4/person as protein substitute)

Biscuits and Sausage Gravy (add \$3/person as protein substitute)

Breakfast Casserole— eggs, bacon, peppers, onions, sourdoughbread, cheddar cheese.
(add \$3/person as protein substitute)

Action Station

in addition to the cost above

Build an Omelet: includes bacon, sausage, ham, spinach, peppers, mushrooms, onions,
cheddar, mozzarella, whole eggs.

(add \$6/person as protein substitute or \$16/person separate from Bruch Buffet)

Carved Miller's Ham: includes sweet and sour pineapple sauce (add \$5/person as protein
substitute or add \$10/person separate from Bruch Buffet)

Continental Breakfast

Includes choice of muffins, pastry, or bagels with spreads and a fresh fruit bowl (\$8/person)

Soft drinks, OJ, Coffee and Tea included.

Tax and gratuity not included



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Lunch Buffet

Minimum guest count of 20

Pick 2 = \$12/person

Pick 3 = \$14/person

Pick 4 = \$16/person

All are served with a Mixed Greens Salad

Soups

Tomato Basil— roasted tomatoes + cream + basil pesto

French Onion— caramelized onion broth + gruyere toast points

Hot Sandwiches

Miller's Ham & Cheddar — brioche bun + house-made pickles + honey Dijon

Chicken Bacon Brie— wheat berry toast + sliced granny smith apples + honey Dijon

Roast Beef Mushroom & Swiss— Italian hoagie + O'Fallon mushrooms + horseradish sauce

Bacon & Tomato Grilled Cheese— Texas toast + basil pesto + smoked cheddar + mozzarella

Cold Sandwiches

Buttonwood Chicken Salad— wheat berry bread + mixed greens + grapes + pecans + celery

Turkey Club— Texas toast + mayo + local bacon + leaf lettuce + tomato + swiss

BLT— Texas toast + mayo + local bacon + leaf lettuce + tomato

Crab Salad — Italian hoagie + lump crab + tomato + lettuce + pickle

Sides

Caesar Salad— chopped green leaf lettuce + parmesan + Caesar dressing + sliced red onions + croutons

Fresh Fruit— mixture of seasonal chopped fruit. Varies by season

Loaded Potato Salad— Russet potatoes + bacon + cheddar + scallions + sour cream dressing

Bacon Ranch Pasta Salad— cavatappi pasta + ranch + chopped bacon + herbs + parmesan



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Appetizers

Each plater feeds approximately 20 people

Cold Platters

Artisan Cheese Display \$80

A selection of artisan cheese served with toast, pickles, jams, and accompaniments

Charcuterie & Artisan Cheese \$100

A selection of fine charcuterie and cheese served with crackers, toast, pickles, jams and accompaniments.

Seasonal Crudité \$40

An assortment of seasonal vegetables served with ranch dressing

Fresh Fruit Display \$60

An assortment of seasonal fruit

Seasonal Bruschetta \$50

Spring— Goat cheese, peas and mint

Summer— Red pepper, provolone, salami

Fall— Apple butter, butter nut squash, sage, bacon

Winter— Mushroom boursin, winter greens

Hot Apps

Mini Lump Crab Cakes (50)\$110

Served with remoulade sauce and fresh herbs

Kobe Sliders (40) \$110

Served on Hawaiian rolls with cheddar cheese and Rack Sauce

Meatballs \$60

Served with a spicy tomato sauce and chopped herbs

Crab Stuffed Pretzels (12 Pretzels cut in half)\$60

Served with fresh herbs and old bay seasoning

Nashville Hot Chicken Skewers (approximately 50)\$60

Skewered with house-made bread and butter pickles



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Dinner Buffet

Minimum of 20 people

1 Main + 1 Side = \$22/person

1 Main + 2 Sides = \$25/person

2 Main + 2 Sides = \$28/person

3 Main + 3 Sides = \$30/person

Proteins/Mains

Marinated Flank Steak with Bordelaise
5 Cheese Stuffed Chicken with Tomato Jam
Chicken Piccata with Fresh Herbs
Bourbon Glazed Salmon with Soy Caramel
Penne Bolognese with Parmigiana Reggiano
Roasted Pork loin with Caramelized Onions
O'Fallon Mushroom Risotto with Fresh Herbs

Sides

Loaded Mashed Potatoes
Roasted Garlic Potatoes
Green Bean Almandine
Roasted Brussels Sprouts
Wild Rice Pilaf
Creamy Mac & Cheese

Buffet includes dinner rolls, whipped butter and mixed greens salad

Action Stations

in addition to the price above

Carved Prime Rib with Au jus and Horseradish Sauce

(sub for buffet main for an additional \$10/person or \$30/person by itself with rolls and salad)

Flying Pasta Bar with Red Sauce, White Sauce, Chicken, Sausage, Beef, Spinach, Broccoli, Mushrooms, Onion, Peppers, Parmesan, Mozzarella, Garlic, Pesto, Cavatappi, Penne Ange Hair

(sub for buffet main for an additional \$6/person or \$22/person by itself with rolls and salad)

Baked Potato Bar with Sour Cream, Whipped Butter, Cheddar Cheese, Mozzarella, Bacon, Scallions, Broccoli, Ranch Dressing and Russet Potatoes (sub for buffet side for an additional \$3/person or \$11/person by itself with rolls and salad)

Buffet Desserts

Chocolate Chip Cookies (\$2/person)

Rack House Chocolate Brownies (\$3/person)

Cookies & Brownies (\$2.50/person)

Bourbon Bread Pudding— Bourbon Caramel and Local Pecans (\$6/person)

Flourless Chocolate Cake— Gluten Free with Whipped Cream and Amarena Cherries (\$7/person)

Plated Desserts

NYC Cheese Cake with Whipped Cream and Chocolate Sauce (\$7/person)

Flourless Chocolate Cake— Gluten Free with Whipped Cream and Amarena Cherries (\$8/person)

Bourbon Bread Pudding— Bourbon Caramel and Local Pecans (\$7/person)

We can customize a limited menu with regular lunch/dinner menu items any time other than parties Starting after 3pm on Friday or Saturday



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Alcohol

Full Open Bar Liquor/Beer/Wine

Price per person for Well, Call, and Premium selections

2 hours.....\$18/ \$21 / \$24

3 hours.....\$20 / \$23 / \$26

4 hours.....\$23 / \$26 / \$29

Limited Open Bar Beer/Wine

Price per person for Standard and Premium selections

2 hours.....\$19 / \$22

3 hours.....\$21 / \$24

4 hours.....\$23 / \$26

Wine Only

Price per person

2 hours.....\$17.50

3 hours.....\$19

4 hours.....\$21.50

Beer Only

Price per person for Standard and Premium selections

2 hours.....\$14 / \$17

3 hours.....\$16 / \$19

4 hours.....\$18 / \$21

Champagne Toast \$3.50/person

Mimosa Packages:

One bottle of sparkling and one orange juice \$35

One bottle of sparkling and variety juices \$40

(orange, pineapple, cranberry, white grape and peach)

Beer:

Standard = Bud Light, Bud Select, Mic Ultra & Budweiser

Premium = add two selections from below (bottle/can)

Little Big Hop, Lagunitas Day Time, Elysian Space Dust, Stella, Cigar City Wedge Cut Lemon Wheat, Avery Ellie's Brown Ale
(subject to change)

Wine: Pick 4 varietals from the list below.

Chardonnay, Pinot Grigio, Riesling, Moscato, Cabernet, Pinot Noir, Sparkling

Liquor

Well = Vodka, Gin, Rum, Scotch, Tequila, Whiskey, Amareto (brands subject to change)

Call = Wheatley, Beefeater, Dewers, Jose Cuervo Gold, Four Roses Yellow, Pinckney Bend

Premium = Titos, Grey Goose, Buffalo Trace, Mousave Anejo