



PRIVATE EVENTS

YOUR EVENT, YOUR WAY

Thank you for your interest in holding a private event at Sparrow Wine Bar!

Whether you want to enjoy world-class wines and premium cheese and charcuterie offerings or you just need a space to host your group – or something in between – we're happy to help you plan a successful event!

Our space can accommodate up to 55 people and use of the space includes the patio, as weather allows. Below is information about our private events and we're happy to answer any questions you may have.

AVAILABILITY

Day of Week	Available Event Times
Monday	9am-10pm
Tuesday-Saturday	9am-2:30pm
Sunday	No Private Events

OUR MENU

Our menu and wine list changes a bit with each season, so the best way to see the current menu is to visit www.sparrowwinebar.com/menu and give us a call if you have any specific questions or requirements.

HOW IT WORKS

We've designed our Private Event agreement to be as simple as possible while offering both our clients and our team the best possible arrangement.

Simply tell us the event style you'd like from the options on the next page. Your event style will determine the hourly rate for the space, and your food and beverages will be charged in addition to that rate. If you order food from us, all necessary plates and utensils will be provided. The same goes for beverages – if you order from us, we'll provide glassware.

If you bring in your own food and beverages, you'll need to either provide your own glassware, plates and utensils, or you can rent ours (prices listed in the Private Event Agreement).

You'll also need to let us (and your guests) know in advance if you'll be paying for all food/beverages on a single check at the end of the event, or whether guests will be responsible for paying their tabs individually.

We want to help ensure a fantastic event for your group, so don't hesitate to reach out if you have any questions or concerns!

Amy Burritt & Cheri Intveld, Owners
info@sparrowwinebar.com | 865-392-1199

CHOOSE YOUR EVENT STYLE

Ready to have an amazing event at Sparrow? Check the option below that best fits your needs.

Option #1 – Full Service Pre-Order Food from Event Menu	<ul style="list-style-type: none"> • <i>Best for larger groups</i> • <i>Food served buffet-style</i> • <i>Cost-effective</i> 	Group Size	Hourly Rate + Food/Bev.
The easy option. Choose charcuterie boards and desserts in advance from our Event Menu. Not sure what to choose? No problem. Our team is here to help! Enjoy a selection of 80+ world-class wines from our list. Glassware, plates and utensils are included.		Up to 25	\$200
		26-55	\$250
Option #2 – Full Service Guests Order from Standard Menu	<ul style="list-style-type: none"> • <i>Best for smaller groups</i> • <i>Made-to-order food, served when ready</i> • <i>More food options available</i> 		
To each his own. Offer your guests a wider variety of food options by allowing them to order from our standard menu during your event. Guests will order from a server and food will be served when it is ready. Glassware, plates and utensils are included.		Up to 25	\$300
		26-55	\$450
Option #3 – Event Space Our Beverages; Bring Your Own Food	<ul style="list-style-type: none"> • <i>Enjoy Sparrow's beverages</i> • <i>Bring in outside food/catering</i> • <i>Plates/utensils available to rent</i> 		
Our wine, your food. Enjoy a selection of 80+ world-class wines from our list. Our kitchen will be closed, but you can bring in any outside food you'd like. Bring your own plates/utensils or rent ours (see below) and we'll handle clean-up.		Up to 25	\$200
		26-55	\$250
Option #4 – Event Space Bring Your Own Food and Beverages	<ul style="list-style-type: none"> • <i>Bring and pour your own drinks</i> • <i>Bring your own food/catering</i> • <i>Glasses/plates/utensils available to rent</i> 		
Just a place to meet. Bring your own food/beverages (you'll pour your own). An attendant will be on hand to answer questions and ensure restrooms are stocked and cleaned. Bring your own stemware/plates/utensils or rent ours (see below).		Up to 25	\$200
		26-55	\$250

BEVERAGES

Select your wines in advance or allow your guests to order from our standard menu during the event.

You'll only be charged for the bottles of wine we open or the glasses of wine, beer, digestifs or non-alcoholic beverages we pour. Unfinished wines purchased by the bottle may be recorked and taken home with you.

We recommend letting us know what types of wine you want available (e.g. "Prosecco, Chardonnay, Pinot Noir, and Cabernet Sauvignon;" or "two whites and three reds") and we will be happy to make selections based on your guidelines. If you prefer, you may choose specific bottles from Sparrow's menu in advance.

Alternatively, you can allow your guests to order wine by the glass from our standard menu. If there's anything you don't want made available (e.g. over a certain price point), just make a note in the Private Event Agreement and we'll make sure to take care of it.

PRIVATE EVENT AGREEMENT

This Private Event Agreement ("Agreement") is between Euphoric Cheese Shop & Sparrow Wine Bar ("Sparrow"), located at 139 and 141 West End Avenue, Knoxville, TN 37934 and the Client ("Client"). Client understands and agrees that the following terms and conditions are applicable to the Event:

1. Payments. Client will pay a deposit equal to the amount of the Total Hourly Charge to reserve the date/time. Deposit may be paid by cash or credit card. Any remaining amount due shall be paid at the conclusion of the event payable by cash or credit card. Client remains responsible for all amounts owed. Interest will accrue on any unpaid balance at the rate of 1.5% per month (18% per annum). **Credit card payments are subject to a 3% service charge.**

2. Pricing, Tax Rates, Service Charge. A service charge of 18% will be added to all amounts due under this Agreement. Prepared foods are subject to 9.25% state and local taxes. Alcoholic beverages are subject to state and local taxes, including a 15% liquor-by-the-drink tax. Happy Hour specials are not applicable to Private Events. Food prices may be subject to increases for Events booked more than 30 days in advance; any such increase shall not exceed 10%.

3. Event Time Overrun. Events not concluded by the specified "Time Out" will incur an additional charge of \$50 per fifteen-minute period after an initial 15-minute grace period. Example: Event "Time Out" is 6pm; the grace period ends at 6:15pm; guests linger until 6:25pm, therefore an additional charge of \$50 will be added to the amount due.

4. Cancellation Policy. In the event Client cancels the Event for any reason less than seven (7) days prior to the event, Sparrow will retain 100% of the deposit. Client will be refunded 100% of the deposit amount for cancellations made more than seven (7) days prior to the event. Cancellation requests must be in writing via email.

5. Conduct and Contractors. No food or beverage may be brought into or removed from Sparrow unless explicitly specified in the Event Sheet. Clients that wish to use a third-party contractor(s) to provide a service not available through Sparrow (such as entertainment) must submit the request in writing. Sparrow reserves the right to approve all contractors and all contractors must provide proof of insurance. Client's contracts with its contractors must specify that the contractor will indemnify and hold harmless Sparrow and its affiliates from any and all damages or liabilities which may arise by such contractor or through its use. Client assumes responsibility, and will immediately reimburse Sparrow, for any damages or liabilities cause by the Client or their guests, attendees or contractors which arise during or as a result of the event. No decorations shall be attached to any surfaces, fixtures or furnishings. Client responsible for cleaning up/removing any decorations used in the space. No confetti or glitter.

6. Security. Sparrow is not responsible for security or any damage to or loss of personal property or articles brought into Sparrow, or for any item left unattended, or for loss or damage which occurs in Sparrow's parking areas.

7. Alcohol. Sparrow is licensed by the State of Tennessee to serve alcoholic beverages on premise only. No unopened containers of alcohol may be removed from the premises under any circumstances. Sparrow does not serve alcoholic beverages to minors, as required by state law, and Client assumes the duty to ensure observance of this statute. If Sparrow staff believes a guest or attendee has become impaired to the extent they should not drive, Client will take reasonable steps to prevent the person from leaving the Event without assistance. Sparrow staff may refuse service to any guest or, at their discretion, discontinue service to all guests and attendees. Any such discontinuation of service shall not relieve Client of any obligations or any amounts owed under this Agreement.

8. Weapons. Weapons, including but not limited to firearms and knives, are not permitted at Sparrow under any circumstances. Failure to comply with this condition of the Agreement will result in a discontinuation of service to all guests and attendees. Any such discontinuation of service shall not relieve Client of any obligations or any amounts owed under this Agreement.

9. Miscellaneous. Neither Sparrow nor Client shall be required to perform any term, condition, or covenant in this Agreement if such performance is delayed or prevented by force majeure, which shall mean acts of God, war, terrorist act, strike, lockout, material or labor restrictions, or prohibitions by any governmental authority.

10. Communication. Text messages, instant messages, messages on social media sites, and similar messages are not considered "in writing" for purposes of this Agreement. Client may request amendments to this Agreement by e-mail; requested amendments are not considered valid until a confirmation email is sent by Sparrow to the Client. Sparrow is not liable for undelivered email. Client agrees that Sparrow may make reasonable substitutions for food or beverages if items become unavailable.

11. Governing Law. The laws of the State of Tennessee govern all matters relating to this Agreement.

Client Information					
Event:			Event Date:		
Estimated Group Size:			Time In:	Time Out:	
Contact Name:			Phone:		
Business or Organization Name:					
Address:			Email:		
Event Type	Info	Group Size	Price	Hours	Sub-total
Option #1	Full Service – Pre-Order Food Below <input type="checkbox"/> All beverages on one check <input type="checkbox"/> Guests pay individually	Up to 25	\$200	_____	_____
		26-55	\$250	_____	_____
Option #2	Full Service – Guests Order from Standard Menu <input type="checkbox"/> All items on one check <input type="checkbox"/> Guests pay individually	Up to 25	\$300	_____	_____
		26-55	\$450	_____	_____
Option #3	Event Space – Our Beverages, Your Food <input type="checkbox"/> All items on one check <input type="checkbox"/> Guests pay individually	Up to 25	\$200	_____	_____
		26-55	\$250	_____	_____
Option #4	Event Space – Bring Your Own Food & Beverages	Up to 25	\$200	_____	_____
		26-55	\$250	_____	_____
Item	Info	Price	Qty.	Sub-total	
Wine #1			_____	_____	
Wine #2			_____	_____	
Wine #3			_____	_____	
Wine #4			_____	_____	
Wine #5			_____	_____	
Charcuterie trays include meat, fresh and dried fruit, olives, cornichons, chocolate, nuts, crackers					
Medium Tray	Serves 6-8 people. Four cheeses.	\$80	_____	_____	
Large Tray	Serves 10-12 people. Five cheeses.	\$120	_____	_____	
Large Plus Tray	Serves 13-16 people. Seven cheeses.	\$160	_____	_____	
Extra Large Tray	Serves 25-30 people. Ten to twelve cheeses.	\$300	_____	_____	
Desserts					
New York Cheesecake	Traditional NY style cheesecake. Twelve (12) large slices per cheesecake.	\$95	_____	_____	
Mile High Chocolate Cake	Three chocolate layers with dark chocolate fudge frosting and dark chocolate chips. Fourteen (14) slices per cake.	\$85	_____	_____	
Supplies					
Stemware	Wine glasses, flutes, port glasses	\$50	_____	_____	
Glassware	Water glasses, pint glasses	\$50	_____	_____	
Plates	Appetizer plates (5" or 7" square white ceramic)	\$50	_____	_____	
Utensils	Cheese spreaders, forks, spoons	\$50	_____	_____	
Allergen notice: Menu items may contain or come into contact with EGGS, WHEAT, PEANUTS, TREE NUTS, SOY, SESAME, MILK or other allergens. Please notify us in advance if anyone in your group has <u>any</u> food allergies.			TOTAL	_____	

The undersigned has read and agrees to the terms and conditions stated above, certifies that he or she is an authorized representative of Client and has the authority to bind Client to this Agreement.

Client Printed Name

Client Signature

Date

Sparrow Representative Printed Name

Sparrow Representative Signature

Date

THIS SECTION TO BE COMPLETED BY SPARROW STAFF	
Hourly Rate: _____ Hours: _____ Total Hourly Charge: _____	Deposit Amount: _____
Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card	Date Paid: ____/____/____