



THE CORNER OFFICE
RESTAURANT
MARTINI BAR

Thank you for thinking of The Corner Office for your upcoming party.

At The Corner Office, enjoying first-class food and great cocktails is your only assignment!

Loosen up, kick back and slide into prime time with colleagues, friends or someone special. Designed with a modern eye for comfort and good times, The Corner Office features a bustling bar, energetic dining rooms, communal table and private event rooms.

At The Corner Office we have the ability to book semi-private, private events, & receptions in nine areas of our restaurant. To book one of our private spaces exclusively, there are food and beverage minimums that must be met. Following is a list of all our spaces available for groups.

Please feel free to contact me directly for any questions, menu suggestions, or to finalize reserving a space. You may reach me via email at: cherice.engel@thecornerofficedenver.com, or at 720.889.4727.

Kindest Regards,

cherice

Cherice Engel
Sales & Marketing Manager
The Corner Office Denver
1401 Curtis Street
Denver, CO 80202
720.889.4727
cherice.engel@thecornerofficedenver.com

The Oval Office

Private dining room enclosed by a ball-chain curtain. Ideal for seated dinners, board meetings, and private cocktail parties.

Capacity

Seated: 30

Cocktail: 35

F&B Minimum

Off-peak: \$400

Peak: \$1000



The Executive Office

Adjacent to the Oval Office. A semi-private space, idea for cocktail receptions.

Capacity

Seated: 30

Cocktail: 45

F&B Minimum

Off-peak: \$400

Peak: \$1000



The CEO Room

The Oval Office and Executive Office combined to create a large private room. Perfect for cocktail parties & dinner receptions.

Capacity

Seated: 60

Cocktail: 100

F&B Minimum

Off-peak: \$1500

Peak: \$3000



VIP Room

Just past our clock wall showing it's "always 5-o'clock," the VIP Room is a semi-private alcove in the dining room.

Capacity

Seated: 30

Cocktail: 40

F&B Minimum

Off-peak: \$450

Peak: \$1000

Communal

Reserve our communal table and surrounding tables. Perfect for a cocktail event or a seated dinner.

Capacity

Seated: 30

Cocktail: 50

F&B Minimum

Off-peak: \$500

Peak: \$1500



Lounge

Relax in this bright room with comfy ottomans and flexible arrangements. Ideal for a relaxed cocktail event.

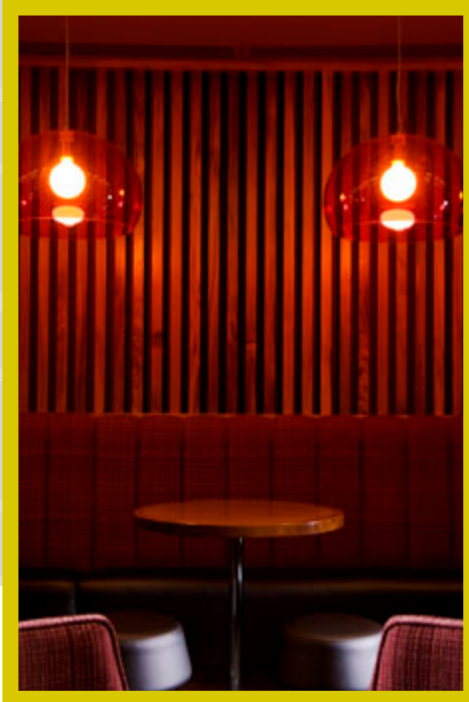
Capacity

Cocktail: 40

F&B Minimum

Off-peak: \$350

Peak: \$800



By the Table (Bar)

Reserve a table in our bar exclusively for your party.

Capacity

Max 4 people per table

F&B Minimum

Off-peak: \$50/hour

Peak: \$100/hour



Bar Booth

Just have to have the bar to yourself?
Reserve the full bar booth with five tables.

Capacity

Cocktail: 20-25

F&B Minimum

Off-peak:

\$500

Peak: \$1000



Buyouts Available

Close the restaurant to all guests and enjoy the full office
for your guests only.

Capacity

Seated: 194

Cocktail: 300

Please call 720.889.4727 for a quote!

PRIVATE DINING CONTRACT

1401 Curtis St.
Denver, CO 80202
P: 303.825.6500 | D: 720.889.4727 | F: 720.889.4794

Group Name:	Event Date:
Client Contact:	Time:
Phone:	Expected Attendance:
Billing Address (City, State, Zip):	Credit Card Number:
Name as it appears on card _____	Expiration: _____
Space Reserved:	Minimum:
Tax Exempt:	Contact for Final Check:

PLEASE REVIEW THE FOLLOWING INFORMATION CAREFULLY BEFORE SIGNING

RESERVATION POLICY: In order to secure event space, a signed contract and a 50% deposit of the minimum are required. All reservations are considered tentative until we receive a signed copy of this contract and deposit. A guaranteed guest count is due seven business days in advance. Host will be charged for guaranteed guest count, and total bill must meet the food and beverage minimum before tax and gratuity to reserve the specified event space.

CANCELLATION POLICY: The security deposit will be charged in full if the reservation should cancel within 10 days of the scheduled date. The full minimum will be charged if the reservation should cancel within 5 days of the scheduled date.

MENU UPGRADES: Customized menus that include any item with a listed up-charge per person will affect the overall per person price, and the final per person price will increase accordingly.

TAX EXEMPTION: If client is tax exempt, the tax exemption certificate must be faxed with the contract. If a copy of the certificate is not delivered by the day of the event, applicable sales tax (8.1%) will be added to the final bill.

OUTSIDE FOOD AND BEVERAGE: Food of any kind may not be brought into the restaurant from an outside source without prior approval from the general manager. Alcoholic beverages, including wine, may not be brought into the restaurant from an outside source. Specialty desserts are allowed for a per person fee.

RENTALS: Events larger than 60 people often require renting of extra tables, chairs, glassware, etc. These rental charges will be passed along to the host of the event.

LIABILITY: The Corner Office Denver is not responsible for loss or damage to any property brought into or left in the restaurant by the client and/or its guests.

PAYMENT POLICY: All food and beverage purchases must remain on one check. Final payment is due at the conclusion of the event unless accounts receivable is set up in advance through the events manager. No personal checks are accepted.

GRATUITY + TAX: A tax rate of 8.4% & gratuity rate of 22% are automatically added to the final bill of contracted agreements.

I authorize The Corner Office Denver to charge this credit card in the amount of the deposit and/or full payment of the bill the night of the event. I also understand and agree to all the terms listed above:

SIGNATURE: _____ DATE: _____

By: Cherice Engel, Sales & Marketing Manager – The Corner Office | 720.889.4727 | cherice.engel@thecornerofficedenver.com