

Party Planner

UNION

bar & soda fountain

970-825-5558

PARTY@UNIONFORTCOLLINS.COM



UNION

PARTY PLANNER

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BOOKING INFORMATION

Union Bar & Soda Fountain is a perfect place to host your next large party or event. We are pleased to offer a variety of spaces and packages. We look forward to helping you... Let the fun begin!

CONTACT OUR PARTY COORDINATOR

Union Bar & Soda Fountain: 970-825-5558 | party@unionfortcollins.com

GENERAL CONTRACT DETAILS

Parties of 20 or more require a credit card on file to hold the reservation. While no deposit payment is collected at time of booking, a fee may apply if cancelled (see "Cancellation Policy / Fee" below.) Maximum indoor capacity is 180 (outdoor is 160 – weather permitting). Time is allocated in 3-hour increments; additional hourly charges incur a fee determined by the party coordinator (must be agreed to in advance).

Payments & Gratuity

Payments are subject to local city and state sales tax, as well as a processing fee.

Gratuity is automatically added to your bill at a rate of 20% (additional gratuity is greatly appreciated.) Shared by the entire staff.

Payments must be made in full at the conclusion of your party.

Timeline & Planning

The following information is required:

- To Book: Date, Time, and Estimated Guest count, Credit Card information, Host Contact Information (name, phone, email)
- Approx 3 Weeks Before: Appetizer Selections & Quantities, Food & Beverage package selections, Updated Guest Count
- Approx 3 Weeks Before: Allergy & Accessibility accommodations
- Approx 1 Week Before: Settle on all details: flow of party, exact timing desires, who's presented the bill, etc.

Cancellation Policy / Fee

A credit card is held on file to reserve the date. No separate deposit payment is collected.

In the event of cancellation, the credit card will be charged a cancellation fee with the following terms:

30 days out — 20% of the estimated bill

14 days out — 30% of the estimated bill

Within 7 days — 50% of the estimated bill

Within 1 day — 75% of the estimated bill

Room Fee

Unlike other venues, we do not charge a separate room fee (Its cost is designed into our prices, minimums, and cancelation fees.)

Outside Food or Beverage

For safety, any outside food or beverage must be approved by the party coordinator on a case-by-case basis and be sourced from an approved commercial source.

Décor

We allow outside décor for parties under the following parameters: It is removed after your party, and NO confetti, table scatter, glitter, or helium balloons

Live Music / Entertainment

In the whole venue buyout, any outside entertainment or vendors must be approved in advance and be family friendly.

Union is happy to accommodate but does not coordinate, book, or manage outside entertainment or specialty vendors.

PARTY SIZE OPTIONS

UNDER 20 | NON-PRIVATE

Make a Normal Reservation
Regular Food & Beverage Menus Available

We gladly take reservations for parties from 1–19 through our regular booking system. No credit card is required. The full menu and beverage options are available for each guest to order.

Step 1: Call the restaurant at 970-825-5558 and speak with a member of our host team to make your reservation.

Step 2: Arrive on the day of your event and enjoy!

20–49 GUESTS | NON-PRIVATE

WORK WITH PARTY PLANNER, Credit Card Hold
Choose Available Space & Limited Menu & Beverage Pkg

A space will be chosen (by you and the party planner) to best accommodate your party, but the restaurant is open for normal operation. A credit card will be used to hold your reservation, see Cancellation Policy. Parties of 20-49 require a limited menu.

Step 1: Fill out the Large Party Inquiry Form on Union’s website. Optional: call and make initial contact with Party Planner.

Step 2: Choose preferred Available Space, Appetizers & Quantities, Limited Menu, and Beverage Options.

Step 3: Coordinate with Union’s Party Planner to make a reservation and place a Credit Card Hold.

Step 4: Plan any further details of your party (allergies, special needs, day-off host contact, plans for day-of billing, etc)

Step 5: Arrive on the day of your event and enjoy!

50+ GUESTS | PRIVATE, FULL BUYOUT (ENTIRE VENUE)

WORK WITH PARTY PLANNER, Credit Card Hold
Full Venue, Choose Buffett Menu & Beverage Package

Groups of 50 or more require an exclusive, private buyout of the restaurant. Venue seats 180 inside and 160 outside. Table arrangements can be customized to suit your party, and coat racks are available for your use. A credit card will be used to hold your reservation, see Cancellation Policy. Buyouts require a buffet menu. Time is booked in 3-hour increments, with additional hours available at a fee, agreed to in advance.

Step 1: Fill out the Large Party Inquiry Form on Union’s website. Optional: call and make initial contact with Party Planner.

Step 2: Choose Appetizers & Quantities, Buffett Menu, and Beverage Options.

Step 3: Coordinate with Union’s Party Planner to make a reservation and place a Credit Card Hold.

Step 4: Plan any further details of your party (allergies, special needs, flow, day-off host contact, plans for day-of billing, etc)

Step 5: Arrive on the day of your event and enjoy!

BUYOUT RATES:

NOVEMBER – FEBRUARY

Friday & Saturday | \$10,000 minimum food and beverage spend

Sunday–Thursday | \$8,000 minimum food & beverage spend

MARCH – OCTOBER

Friday & Saturday | \$12,000 minimum food and beverage spend

Sunday–Thursday | \$10,000 minimum food & beverage spend

Union is happy to accommodate but does not coordinate, book, or manage outside entertainment or specialty vendors.

The host is responsible for arranging and coordinating a dance floor setup, DJ, live music, photo booth, caricature artist, etc. subject to advance approval by our party coordinator. All entertainment must be family friendly.

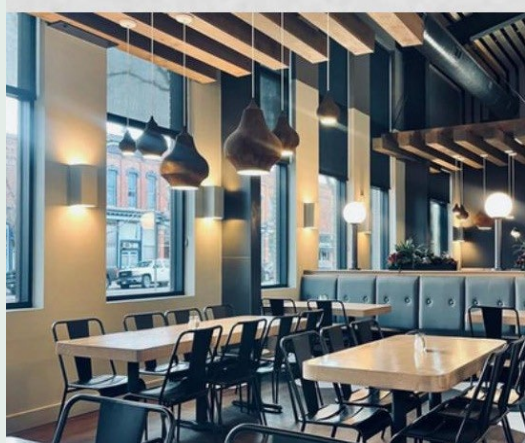
AVAILABLE SPACES

BAR AREA

Accommodates up to 40 guests.

Ideal for casual gatherings, birthday parties, happy hour get-togethers, business networking, and after-hours events.

High top tables, bar stools, and ample standing room for a casual setting. Lively atmosphere with easy access to the main bar and restrooms.



RAISED AREAS

Each section seats approximately 30 guests.

Slightly elevated for a semi-private feel while remaining part of the main dining room.

Each space can be reserved individually or together for groups up to 50 guests. (at 50 guests, it becomes a FULL BUYOUT)

AVAILABLE SPACES (CONTINUED)

FRONT ENTRY

Available to reserve for groups up to 50.

Open area near the main entrance and outdoor area.

Our least private of our available spaces, yet still perfect for casual, high-energy gatherings! A fun, patio-side space in the summer and an exciting snow-globe space in the winter.



PATIO AREA

While this is one of our favorites of all of the spaces, our patio is only available to guests hosting a full buyout party and is subject to the whims of mother nature.

LIMITED MENUS

*For groups of 20-49 only • Choose 1 Menu for the entire group (from the 3 choices below)
Separately, at an additional menu price, choose any appetizers (and how many) from our regular menu.*

THE CLASSIC MENU

\$27 per person

SIGNATURE FAVORITES

Union Caesar *gfa* – romaine, bacon, asiago, house Caesar, croutons

Jefferson St. Cobb – romaine, chicken, egg, tomato, avocado, blue cheese, bacon, ranch

Union Burger *gfa* – brisket/chuck blend, American cheese, tomato, onion, lettuce, brioche, string fries

The Bucktown – spicy fried chicken, pickles, ranch, lettuce, tomato, onion, brioche, string fries

The Cubano *gfa* – braised pork, country ham, swiss, mustard & pickles, pressed hoagie, fries

Tofu Bánh Mì – hoagie, marinated tofu, slaw, pickled serranos, vegan sriracha mayo, cilantro, sweet potato fries

Grilled Cheese Dippers *gfa* – toasted challah, melted white cheddar, bowl of tomato bisque

Olympus Bowl – greens, tomato, cucumber, bell peppers, pita, greek dressing, mint yogurt sauce, fried chickpeas, gyro or falafel

Dessert (included): Select Dessert (cheesecake, cobbler, cupcakes)

BRUNCH MENU

\$25 per person

BRUNCH FAVORITES

Union Plate *gfa* – two eggs, potatoes, bacon, sourdough toast

Brunch Bowl *gfa* – potatoes, eggs, cheddar, bacon, sautéed peppers & onions, optional green chili or sausage gravy

French Toast *gfa* – challah, powdered sugar, choice of Nutella/chocolate or strawberry

Monte Cristo – sourdough, country ham, white cheddar, French-toast battered & fried, side of raspberry jam

The Madame – country ham, fried egg, béchamel, white cheddar, challah

Avocado Toast *gfa* – multigrain, hummus, eggs, feta, mixed greens, avocado, tomato, onion, balsamic glaze

Green Chili Breakfast Burrito – flour tortilla, scrambled eggs, bacon, yellow cheddar, tater tots, smothered in green chili and cheese

Harvest Breakfast Bowl *gfa* – homestyle sweet potatoes, black beans, goat cheese, two fried eggs, green onions, and avocado

Dessert (included): Select Dessert (cheesecake, cobbler, cupcakes)

THE BLUE-PLATE MENU

\$33 per person

ELEVATED FAVORITES

Steak Dinner *gf* – grilled steak, mashed potatoes, seasonal veg

Short Rib *gf* – braised short rib, red wine demi, mashed potatoes, seasonal veg

Chicken Dinner Plate *gf* – grilled or roasted chicken, mashed potatoes, seasonal veg

Steak Salad *gf* – steak, arugula, goat cheese, seasonal fruit, spiced wine vinaigrette, walnuts

Chicken Caesar Salad *gfa* – romaine, grilled chicken, bacon, asiago, house caesar, croutons

Steak Sandwich *gfa* – steak, ciabatta, balsamic glaze, mixed greens, sautéed peppers & onions, swiss, chimichurri butter, side salad

Smoked Gouda Mac – cavatappi, green chili, bacon, white cheddar, gouda, fried shallots

Serrano Chicken Sandwich *gfa* – fried or grilled chicken, serrano aioli, tomato, slaw, red onion, toasted brioche bun, side buckin' fries and spicy ranch

Dessert (included): Select Dessert (cheesecake, cobbler, or cupcakes)

BEVERAGE OPTIONS

For parties of 20-49 & FULL BUYOUTS

You effectively have three decisions to make:

1. if the host is paying for any of the guest's drinks (CASH BAR = guest pays, CONSUMPTION BASED = host pays)
2. what categories of drinks the host wants offered at the party (see A, B, C, D, E below)
3. how many drinks the host wants to pay for (OPEN = UNLIMITED, TICKETS = choose how many to give each guest)

CONSUMPTION BASED – OPEN (UNLIMITED) -OR- TICKETED (LIMITED) - JUST CHOOSE YOUR CATEGORIES...

- A) UNION CRAFT MENU ONLY — crafted bar drinks: bubbly drinks, frozone, elixers, sippers
- B) WINE, LIQUOR, & BEER ONLY — wine, single liquor pours, draft beers
- C) NON-ALCOHOLIC BEVERAGES ONLY — soda, tea, coffee, milkshakes, mocktails
- D) BRUNCH DRINKS ONLY — mimosas, bloody marys, espresso drinks, espresso old-fashions, espresso martinis, coffee, and OJ
- E) THE ULTIMATE — all items above are available

CASH BAR

Guests pay for all their beverages on individual tabs.

No drinks are covered by the host.

All non-alcoholic and bar drinks are available to order... unless limited by host for personal reasons.

Union Bar & Soda Fountain reserves the right to terminate liquor service for any reason and will do so if there is any suspicion of illegal activity regarding the service of liquor, including providing alcoholic beverages to minors, consuming alcohol not purchased on site, and overconsumption.



BUFFET MENUS

*For FULL BUYOUTS only • Choose 1 Buffett Menu (and its options) for the entire group (from the 3 choices)
Separately, at an additional menu-price, choose any appetizers (and how many) from our regular menu.*

BRUNCH BUFFET

\$29 per person

Our Breakfast Buffet • Host pre-chooses from each category below:

BASICS (INCLUDED) - scrambled eggs • bacon • toast • breakfast potatoes

CHOOSE 3:

Brunch Bowl – potatoes, eggs, cheddar, bacon, sautéed peppers & onions, optional green chili or sausage gravy

Green Chili Breakfast Burrito – flour tortilla, scrambled eggs, bacon, yellow cheddar, tater tots, smothered in green chili and cheese

Tofu Scramble Tacos – flour/corn tortillas, spiced tofu, vegan cilantro ranch, salsa, avocado, tomatoes, bell pepper, onions, potatoes

French Toast – challah, powdered sugar, Nutella/chocolate or strawberry

Avocado Toast – multigrain, hummus, eggs, feta, mixed greens, avocado, tomato, onion, balsamic glaze

Monte Cristo – sourdough, country ham, white cheddar, French-toast battered & fried, raspberry jam (upcharge +\$2 per person)

The Madame – country ham, fried egg, béchamel, white cheddar, challah (upcharge +\$2 per person)

DESSERT (INCLUDED) - donut holes (with strawberry, chocolate, or caramel dips)

THE CLASSIC BUFFET

\$31 per person

Our Signature Favorites • Host pre-chooses from each category below:

CHOOSE 1 SALAD:

Deconstructed Union Caesar – romaine, bacon, asiago, house Caesar, croutons

Deconstructed Jefferson St. Cobb – chicken, egg, tomato, avocado, blue cheese, bacon, ranch

CHOOSE 3 BURGERS &OR SANDWICHES:

Union Burger – brisket/chuck blend, American, tomato, onion, lettuce, brioche

The Bucktown – spicy fried chicken, pickles, ranch, lettuce, tomato, onion, brioche

The Cubano – braised pork, country ham, swiss, mustard & pickles, pressed hoagie

Tofu Bánh Mì – hoagie, marinated tofu, slaw, pickled serranos, vegan sriracha mayo, cilantro, sweet potato fries

Grilled Cheese Dippers – toasted challah, white cheddar, bowl of tomato bisque

Olympus Bowl – greens, tomato, cucumber, bell peppers, pita, greek dressing, mint yogurt sauce, fried chickpeas, gyro or falafel

SIDES (INCLUDED)

String Fries • Tomato Bisque

DESSERT (INCLUDED) - GUESTS CHOOSES 1

Milkshake or House Dessert (cheesecake, cobbler, or cupcakes)

BUFFET MENUS (CONTINUED)

For FULL BUYOUTS only

Separately, at an additional menu price, choose any appetizers (and how many) from our regular menu.

BLUE PLATE BUFFET

\$40 per person

Elevated Favorites Buffet • Host pre-chooses from each category below:

CHOOSE 1 SALAD

Deconstructed Steak Salad – arugula, goat cheese, seasonal fruit, spiced wine vinaigrette, steak, walnuts

Deconstructed Chicken Caesar Salad – romaine, grilled chicken, bacon, asiago, house caesar, croutons

CHOOSE 2 FROM DINNER PLATE STATION

Steak Dinner – grilled steak, choice of side

Short Rib – braised short rib, red wine demi, choice of side

Chicken Dinner Plate – grilled chicken, choice of side

CHOOSE 2 SANDWICHES

Steak Sandwich – ciabatta, balsamic glaze, mixed greens, sautéed peppers & onions, swiss, chimichurri butter

Caprese Chicken Sandwich – grilled chicken, mozzarella, tomato, basil, arugula, basil aioli, balsamic glaze

Michelangelo's Chicken Sandwich – grilled chicken, spinach dip, bacon, swiss, sautéed pepper, onion & mushroom, balsamic glaze

SIDES (INCLUDED): Mashed potatoes, seasonal vegetables, or rice (with dinner plates)

DESSERT (INCLUDED) - GUESTS CHOOSES 1

Milkshake or House Dessert (cheesecake, cobbler, or cupcakes)