

C.B. & POTTS[®]

RESTAURANT & BREWERY

C.B. & Potts appreciates your interest in our establishment for your special event. Potts is designed to accommodate large or small groups and is perfect for private parties, rehearsal dinners, business meetings, breakfast meetings, corporate events, holiday parties and more.

Our establishments offer a unique dining and party experience, with excellent food and remarkable service. With our highly experienced team of chefs, we will create an elegant, casual or fun dining experience. We look forward to making your special event a memorable one.

Our **CENTENNIAL ROOM** offers dining for up to 45 people, along with the flexibility to personalize and customize your special event. Our **TROPHY ROOM** accommodates 45 people for intimate private dining, complete with a fireplace, or can open up to our vibrant lounge for cocktail parties of 40 or more people. Both areas can accommodate 50+ guests for cocktail receptions. We can furnish any extra item or service you may need such as audio visual equipment, linens, or celebratory decor.

Accompanying this letter are copies of our menu, pricing and policies. As you review this material, please keep in mind that whenever possible we are happy to customize a menu to fit your needs. We know that you will be happy having your upcoming event at **CB & Potts** and we look forward to taking care of your group. For additional information and banquet reservations, please call 720.344.1200.

Sincerely,

Diane Miller

DMiller@cbpotts.com

Banquet Leader

CB & Potts Highlands Ranch

C.B. & POTTS

RESTAURANT & BREWERY

FORT COLLINS

1415 West Elizabeth • Fort Collins, CO 80521

PH: 970.221.1139 | **FAX:** 970.484.1846 | **EMAIL:** LTempas@cbpotts.com

COLLINDALE

1441 E Horsetooth Road • Fort Collins, CO 80525

PH: 970.226.0148 | **FAX:** 970.226.8769 | **EMAIL:** JWoodman@cbpotts.com

DENVER

6575 South Greenwood Plaza Blvd • Englewood, CO 80111

PH: 303.770.1982 | **FAX:** 303.770.1932 | **EMAIL:** DTCBanquets@cbpotts.com

WESTMINSTER

1257 West 120th Avenue • Westminster, CO 80234

PH: 303.451.5767 | **FAX:** 303.452.5725 | **EMAIL:** JWade@cbpotts.com

HIGHLANDS RANCH

43 W Centennial Park • Highlands Ranch, CO 80126

PH: 720.344.1200 | **FAX:** 720.344.2999 | **EMAIL:** DMiller@cbpotts.com

FLATIRON

555 Zang Street • Broomfield, CO 80020

PH: 720.887.3383 | **FAX:** 720.887.3565 | **EMAIL:** JBradshaw@cbpotts.com

POLICIES & PROCEDURES

1. Final guarantee number is due 72 hours before the function. If no guarantee is received, the guarantee will be the original number expected.
2. You may cancel your function without cost up to seven days before the function. If you need to cancel within seven days of your function, we will charge a \$100 fee plus any room charge that was quoted to you.
3. Depending on the night you wish to hold your function there may be a fee to use one of our private rooms. The fee may vary based on the day. All functions are booked with a start time and an end time. If the end time is exceeded then an additional \$50 may be charged for every half hour the room is occupied or your party may re-locate depending on the needs of our guests' reservations
4. All guests who wish to drink alcohol must be 21 years of age and have a valid, unexpired ID. Valid forms of ID: state issued Driver's License or ID card, Military ID and/or passport. Potts reserves the right to terminate liquor service at your event for any reason and will do so if any suspicions of any illegal activity regarding alcohol is suspected. This includes, but is not limited to, providing alcoholic beverages to a minor, bringing in your own alcoholic beverages and over consumption
5. Payment is due in full at the end of the function. (We do not accept personal checks)
6. Local sales tax rates and a gratuity of 18% will be added to your bill. (We may add a 20% gratuity for separate checks)
7. C.B. & Potts will be responsible for all food and beverages. Please coordinate all specialty cakes and other items with Potts.
8. We encourage you to decorate for your event but ask that you please do not bring confetti of any type or tack anything onto our furniture or walls. Or we can decorate for you. See our Birthday & Celebration Packages.
9. All outside services must be approved by C.B. & Potts. This includes audiovisuals, entertainers, etc. If you choose to bring in any services that are not approved we reserve the right to ask you to take care of your bill and leave the premises. (Smoke machines are NOT allowed)
10. Coupons, promotions, or discount cards are not applicable for payment.
11. We may require a deposit or ask to hold a credit card on file to compensate CB & Potts for cancellations within one week of agreed upon event date. You may cancel your function without cost up to 7 days before the function. If you need to cancel within 7 days of your function, we will charge a \$100 fee plus any room charge you were quoted. For December functions, the cancellation policy will take effect for cancellations within 30 days of your scheduled event. To avoid cancellation fees for December functions, you must contact CB & Potts prior to 30 days before your scheduled event.

By signing, you agree to all the terms and conditions above and realize that your space is not reserved until you send this signed agreement via fax or email back to the Banquet Leader. The Banquet Leader will then contact you within 24 hours to confirm the contract, availability and event details.

CLIENT NAME: _____ DATE OF EVENT: _____

SIGNATURE: _____ TIME OF EVENT: _____

C.B. & POTTS LOCATION: _____

STORE/BANQUET LEADER AUTHORIZATION: _____

COLD APPETIZER MENU

Dine-In, Carry-Out or Delivery (delivery fee may apply). Buffet Options are not unlimited.

HUMMUS & VEGGIES Garbanzo beans, garlic, fresh lemon. With fresh cut vegetables, flatbread and tortilla chips \$85

FRESH GARDEN VEGETABLES A medley of fresh vegetables served with ranch dressing \$70

FRESH FRUIT TRAY 72 hour notice required. An array of fresh, seasonal fruit. \$95

DOMESTIC CHEESE TRAY An assortment of cheddar, jack, havarti and pepperjack cheeses with crackers \$80

PEEL & EAT SHRIMP 72 hour notice required. Large shrimp chilled and served with Potts own cocktail sauce 8lbs \$160

POTTS FIESTA DIP Layers of black beans, sour cream, green onions, guacamole, tomatoes, jalapeño, cheddar and jack cheese. Served with tortilla chips & salsa \$90

COMBO SUB PLATTER Roast beef, turkey, ham, swiss, cheddar, green olives, mayonnaise, dijon mustard, lettuce, tomato and red onion on French baguette \$140

TURKEY & BACON WRAPS Thinly sliced turkey breast, bacon, cream cheese, iceberg lettuce, tomato, mayonnaise and havarti cheese wrapped in a flour tortilla \$130

PASTA SALAD \$55 | **POTATO SALAD** \$55 | **COLESLAW** \$55

CAESAR SALAD Romaine lettuce with croutons, caesar dressing, parmesan cheese \$60

GARDEN SALAD Fresh gathered greens, cucumbers, cheddar jack cheese and fresh croutons \$60

POTTS CHIPS Garlic sour cream sauce. No refills \$45

CHIPS & SALSA \$40 (\$10 refills, 2 maximum) | Add Queso or Guacamole for an additional \$25 (charge for refills)

HOT APPETIZER MENU

Dine-In, Carry-Out or Deliver (delivery fee may apply). Buffet Options are not unlimited.

SPINACH & ARTICHOKE DIP

Spinach, cheddar-jack, pepper jack, parmesan and roasted garlic blended with roasted red bell pepper, artichoke, sour cream. Oven baked. Flatbread and tortilla chips \$90

BUFFALO WINGS

All-natural wings, tossed with hot sauce. Blue cheese dressing, celery \$110

POTTS BEER BATTERED SHRIMP

Battered shrimp, cooked golden and accompanied by horseradish cocktail and tartar sauces \$150

POTTS MEATBALLS

Oven roasted meatballs marinated in your choice of 4 styles: Teriyaki, BBQ, Marinara or Swedish Style (with rich demi glace, mushrooms and onions) \$110 | Add **MINI BUNS** \$40

POTATO SKINS

Potato quarters presented with cheddar & jack cheese, bacon, chives, garlic sour cream sauce \$90

CHICKEN TENDERS

Chicken breast strips buttermilk breaded & cooked golden. Choice of ranch, tangy BBQ or Buffalo Style \$100

NACHO BUFFET

Tortilla chips, queso cheese dip, taco beef or chicken, black beans, lettuce, tomato, jalapeños, salsa and sour cream \$135 | **BEEF & CHICKEN COMBINATION** \$140

MINI SOFT TACO BAR

Seasoned chicken or ground beef, served with lettuce, cheese, sour cream, guacamole, pico de gallo, jalapeños, salsa and tortillas \$135 | **BEEF & CHICKEN COMBINATION** \$140

POTTS PARTY PLATTER

Onion Rings, Mozzarella Sticks, Spinach & Artichoke Dip, Hot Wings, Potato Skins, crisp vegetables and dipping sauces. Serves 4-5 guests \$40

CHAFER STYLE MENU

Prices are listed per person and include soda, coffee and tea. Chafer Style are not unlimited.

EARLY RISER \$8 Juice, Coffee, Muffins & Bagels

POTTS CONTINENTAL BUFFET \$11 Fresh Seasonal Fruit Platter, Variety of Pastries, Muffins & Bagels, Juices

CLASSIC BREAKFAST BUFFET \$13 Fluffy Scrambled Eggs, Hickory Smoked Bacon, Link Sausage, Breakfast Potatoes, Fresh Seasonal Fruit

DELI \$15.99 Sliced turkey, ham, roast beef, corned beef, cheddar, swiss and pepper jack cheeses with assorted breads, lettuce, tomatoes, onions, pickles, Potts chips and choice of pasta salad, potato salad or coleslaw

ALL AMERICAN \$15.99 Grilled burgers or chicken breasts served with an assortment of cheeses, sautéed mushrooms and onions, tomatoes, lettuce, bacon, bbq sauce and mayonnaise. Served with fries and green salad

SOUTHWESTERN \$19.99 Beef & chicken fajitas served with sour cream, cheese, guacamole, flour tortillas, lettuce, tomatoes, jalapeños, seasonal rice & black beans. Plus beef enchiladas, chips & salsa

ITALIAN \$19.99 72 hour notice required. Your choice of 3: Spaghetti & meatballs, penne gorgonzola with chicken, lasagna or chicken parmesan. Accompanied by garlic bread & caesar salad

BBQ \$22.99 72 hour notice required. Your choice of 2: BBQ Ribs, BBQ Chicken or BBQ Pulled Pork. Served with kernel corn, fireside beans, corn bread, coleslaw

ENTRÉE Choose from the following Entrée selections.

Grilled Salmon | Grilled Potts Special Sirloin | Baby Back Ribs | Whiskey Chicken.

Entrées served with chef's potatoes or rice, seasonal vegetables & either Caesar or Green Salad

Choice of 2 entrées \$23.99 per person | Choice of 3 entrées \$26.99 per person

**SUB PRIME RIB AS AN ENTREE FOR \$3 PER PERSON WITH PERSONAL CARVER
(MINIMUM 20PPL)**

Sirloins cooked medium-rare unless otherwise specified.

ADD THESE DELICIOUS POTTS FAVORITES TO ANY CHOICE! \$1.99 per person

SEASONAL RICE, FIRESIDE BEANS, SEASONAL VEGETABLES, CHEF'S MASHED POTATOES, BAKED POTATO, SOUP

BAR OPTIONS

Let us customize your beverage service from the options below.



HOSTED BAR

Also known as open bar. All drinks are tallied on the same tab with a complete range of cocktails, beer and wine available to your guests.

LIMITED BAR

The host will select certain beverages that will be covered on the host tab. For example, you may choose to provide well drinks and house beer only. All other alcoholic beverages will be the responsibility of the individual guest.

DRINK TICKETS

Our ticket option allows you to limit and budget for your event by allocating tickets for drinks. Your guest will be able to use the tickets provided to them for the beverages you have determined. Any other beverages will be paid by the individual guest.

CASH BAR

No alcoholic beverage will be placed on the host tab and guests are asked to pay for their own alcoholic beverages. All non-alcoholic beverages will be added to the host tab, unless noted otherwise or if your banquet option is buffet style. Gratuity will be added to individual tabs

ADDITIONAL BEVERAGE OPTIONS

 Each bowl has 30 servings. No refills

FRUIT PUNCH BOWL \$80 per bowl
SHERBET PUNCH BOWL \$90 per bowl

CHAMPAGNE PUNCH BOWL \$150 per bowl
MIMOSA PUNCH BOWL \$150 per bowl

All guests who wish to drink alcohol must be 21 years of age and have a valid, unexpired ID. Valid forms of ID: state issued Driver's License or ID card, Military ID and/or passport.

Potts reserves the right to terminate liquor service at your event for any reason and will do so if any suspicions of any illegal activity regarding the service of liquor is being observed. This includes, but is not limited to, providing alcohol beverages to a minor, bringing in your own alcoholic beverages and over consumption

ADDITIONAL SERVICES

LINENS

Colors subject to change based on availability

\$7 per linen

BIRTHDAY/CONGRATULATIONS PACKAGE

\$50-100

Includes balloons and decorations. Prices may vary by location depending on room size

CAKE SERVICE

\$25

C.B. & Potts will provide plates, forks and napkins for your cake (cake not included)

PERSONALIZED MARQUEE MESSAGE

\$40

ENTERTAINMENT OPTIONS

DJ, Hosted Trivia or Bingo, Karaoke. Prices vary by locations

Other amenities offered vary by location, please ask the Banquet Leader for details.