



# Event Planner



880 Holcomb Bridge Rd. Roswell, GA 30076

770-587-0102

[brookwoodgrill.com](http://brookwoodgrill.com)



At Brookwood Grill , we take pride in combining quality food with exemplary service for every aspect of your event. We proudly serve premium Grain Fed Beef and the highest quality, freshest chicken and fish available. All our sauces and soup are prepared from scratch daily in our kitchen. Whether you are entertaining family, friends or business associates, rest assured that we use only the freshest ingredients and painstakingly prepare your meal to exceed your every expectation.

Conveniently located one mile West of GA 400, after exiting at the Holcomb Bridge Road Exit, Brookwood Grill has been part of Roswell and serving the community since 1986. We are actively involved and host many charitable, political, and community functions. If you are interested in hosting such an event contact us today!

Our Banquet Coordinators, Nicole Tagab and Stephanie Patton, orchestrate all events in our Brookwood Room and our new Magnolia Room. The Brookwood Room can accommodate groups up to 80 guests and features a 50" LCD Flat Screen for use with DVD and Power Point applications. For more intimate affairs, the Brookwood Room may be split into two separate rooms which will seat up to 36 guests. The newly added Magnolia Room will accommodate up to 70 guests in a private setting. Contact Nicole and Stephanie by calling the restaurant at 770-587-0102, or email Nicole at [ntagab@brookwoodgrill.com](mailto:ntagab@brookwoodgrill.com) and Stephanie at [marketing@brookwoodgrill.com](mailto:marketing@brookwoodgrill.com).

If you are entertaining in your Home, at an Event Facility, or at the Office, the Brookwood Team is available to assist you with every stage from planning to execution of your affair. Brookwood Grill allows you to be a guest at your very own event. We have the flexibility of Party Platters To Go or Full Service Catering.

The following planner has been designed to assist you in planning your event. We offer several options from which to choose, however if you desire, we can custom tailor a menu especially for your guests. It is our pleasure to produce a memorable occasion with a minimum of effort for you. For further inquiry or to schedule your event, please contact us today. We invite you to experience Brookwood Grill a taste of excellence.

Nicole Tagab

[ntagab@brookwoodgrill.com](mailto:ntagab@brookwoodgrill.com)

Stephanie Patton

[Marketing@brookwoodgrill.com](mailto:Marketing@brookwoodgrill.com)

(770) 587-0102

[www.brookwoodgrill.com](http://www.brookwoodgrill.com)



## Event Confirmation Form

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Office Phone: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Additional Contact Information: \_\_\_\_\_

### General Information

Type of Event: \_\_\_\_\_

Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Day of Week: \_\_\_\_\_

Start Time: \_\_\_\_:\_\_\_\_ am/pm End Time: \_\_\_\_:\_\_\_\_ am/pm

Brookwood Room-\_\_\_\_\_ Gold Room-\_\_\_\_\_ Platinum Room-\_\_\_\_\_ Magnolia Room-\_\_\_\_\_

Food and Beverage Minimum: \$\_\_\_\_\_ Expected Number of Guests: \_\_\_\_\_

Additional information: \_\_\_\_\_

Deposit Amount: \$\_\_\_\_\_

Deposit Paid By: Check \_\_\_\_ Credit Card \_\_\_\_ (please check one)

Balance Paid By: Cash \_\_\_\_ Credit Card \_\_\_\_

Card Type Amex\_\_\_\_ Discover\_\_\_\_ Master Card\_\_\_\_ Visa\_\_\_\_ Diners\_\_\_\_

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

For Brookwood Grill: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_

Event Host: \_\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_

**Food and Beverage details should be made at least two weeks in advance of your event with Nicole Tagab or Stephanie Patton.**

**To reach either, please call (770) 587-0102 or email at [ntagab@brookwoodgrill.com](mailto:ntagab@brookwoodgrill.com) or [Marketing@brookwoodgrill.com](mailto:Marketing@brookwoodgrill.com).**

## GENERAL GUIDELINES

**Final Guest Count:** Your final guest count must be made seven days in advance. In the event we do not receive your guarantee seven days in advance, we will go with the original guest count provided. The food and beverage minimum charge for your event is based on the room you choose, not the guest counts.

**Food and Beverage:** Outside food or beverage is not permitted to be brought into the restaurant with the exception of a celebration cake. Beverage billing will be based on actual consumption. All guests who are of legal drinking age, must provide proper identification.

**Menu Selection:** Arrangements for all Special Events will be made with our Banquet Coordinator. Menus listed are guidelines and are subject to change due to market demand. In order for us to effectively plan and execute your function, the final details must be confirmed no later than two weeks in advance of your reserved date.

• **All private parties greater than 25 guests are required to order a pre-selected menu a minimum of two weeks in advance with our Banquet Coordinator.**

• Parties less than 25 guests have the option of ordering from our ala carte menu. Two ala carte parties will be accommodated per meal period, one hour apart to ensure our high standards of service.

**Prices:** All prices listed are the base price, without service charge and sales tax, and are subject to change pending substitutions made by the host or hostess. An additional 20% service charge and 7.75% sales tax will be applied to all food.

**Minimum Room Rentals and Requirements:** The **Brookwood Room**, will accommodate groups up to 80 guests or may be divided into two smaller rooms to be semi-private which will host 36 guests each. Please note that the Platinum Room and Gold Room are separated by heavy curtains; while each room is private there may be some noise that filters through. Our brand new Magnolia Room will accommodate up to 70 guests. If you are doing a presentation, we will require you to rent the entire room. Listed below are the applicable food and beverage minimums.

Lunch/Dinner

Brookwood Room (up to 80 guests) \$1400/\$2000

Magnolia Room (up to 70 guests) \$1500/\$2200

Brookwood Platinum Room (up to 36 guests) \$700/\$1300

Brookwood Gold Room (up to 36 guests) \$700/\$1300

If your event does not meet the food and beverage minimum listed above, the difference will be billed as a miscellaneous food charge. The balance may not be put onto gift cards for future use.

### Schedule of Payment

- A non-refundable deposit is required to confirm your date. The deposit amount will be outlined in your confirmation letter.
- Full payment, less your advance deposit is due at the end of your event.
- Brookwood Grill accepts Visa, Master Card, American Express, Discover, or Cash.

**Decorations:** Decorations are an important factor in creating ambiance and setting the right mood for your guests. We ask that all decorations be confined to your reserved space and be limited to table top or free-standing displays that do not require fixation to walls or furniture. Since we cannot be responsible for any personal items, all decorations should be delivered the day of the event and taken with you upon departure. We will not be held responsible for any articles left after an event.

# DINNER PACKAGES

All Dinner Packages Include Field Greens or Caesar Salad  
Choose 3 Entrees, 2 Sides and 2 Desserts  
Includes Non-Alcoholic Beverage.

## SILVER \$36

Prime Rib 7oz.	Wood Grilled Salmon
Seared Twin Chicken Breasts	Almond Encrusted Trout
Shrimp Scampi	Seared Chicken Pasta

## GOLD \$41

Petite Twin Filet	Prime Rib 10 oz.
Crab Cake	Baby Back Ribs
Sugar Cane Seared Scallops	Wood Grilled Salmon
Seared Twin Chicken Breasts	

## PLATINUM \$48

Seared Filet 10 oz.	Prime Rib 12 oz.
Ribeye 16 oz.	Seafood Trio
Crab Cake & Shrimp	Seared Twin Chicken Breasts
Crab Encrusted Scallops	

## VEGETARIAN OPTIONS

Black Bean Burger	Scampi
Pasta With Vodka Cream Sauce	Veggie Platter

## AVAILABLE SIDE ITEMS

Garlic Mashed Potatoes,	Sweet Mashed Potatoes
Grilled Asparagus,	Wheat berry Rice,
Steamed Broccoli	Garlic Jack Grit Cake
Seasonal Vegetable	Green Beans
Smoked Gouda Mac & Cheese (+\$2.00 per person)	

# LUNCH PACKAGES

\$27 Per Person.

Choose 3 Entrees, 1 Side and 2 Desserts

Includes Non-Alcoholic Beverage,

Choice of: Field Greens, Caesar Salad or Tomato Basil Soup

Hot Tea or Coffee Service are an additional Charge

## Entrees

Seared Chicken Pasta

Bourbon Salmon & Shrimp

Bourbon Salmon BLT

Brookwood Club Sandwich

BBQ Steak Sandwich

Seared Chicken Breast

Pork Tenderloin

Wood Grilled Bourbon  
Salmon

1/2 Rack of Ribs

Chicken Tenders

## Available Side Items

Garlic Mashed Potatoes,

Sweet Mashed Potatoes

Grilled Asparagus,

Wheat berry Rice,

Seasonal Fruit

French Fries

Garlic Jack Grit Cake

Steamed Broccoli

Seasonal Vegetable

Green Beans

Smoked Gouda Mac & Cheese (+\$2.00 per person)

# APPETIZERS & DESSERTS

Appetizers Are Priced To Serve 25 People

## APPETIZERS

Spinach Dip: Tortilla Chips, Picante & Sour Cream <u>\$75</u>	Seasonal Fruits & Berries <u>\$110</u>
Fresh Vegetable Crudités: Seasonal Vegeta- bles, Dipping Sauces	Domestic & Imported Cheese: Assorted Crackers, Fruit Garnish
Seasonal Pizza <u>\$110 (50 pcs.)</u>	Spicy Crab Dip: Tortilla Chips <u>\$90</u>
Steak Satays: Fire Grilled, Creamy Horseradish Dip <u>\$155 (75 Satays)</u>	Tomato Mozzarella Satays: Tomatoes, Fresh Mozzarella, Balsamic Drizzle <u>\$120 (75 Satays)</u>
Chicken Satays: Almond Rosemary Crust, Cit- rus Glaze, Peanut Sauce <u>\$140 (75 Satays)</u>	Shrimp: BBQ, Cilantro Lime or Cocktail <u>\$200 (100 pcs.)</u>

## DESSERTS

Warm Fudge Brownie	Philadelphia Cheesecake
Warm Peach Cobbler	Strawberry Shortcake Fosters
Seasonal Dessert	

# DIRECTIONS



**Brookwood Grill**  
**880 Holcomb Bridge Road**  
**Roswell, GA 30076**  
**(770)587-0102**

## **From GA. 400**

Take GA 400 to the Holcomb Bridge Road "West" exit. Go approximately 1 mile and just past the intersection of Holcomb Bridge Road and Warsaw Road, you will see Brookwood on the right.

## **From Marietta**

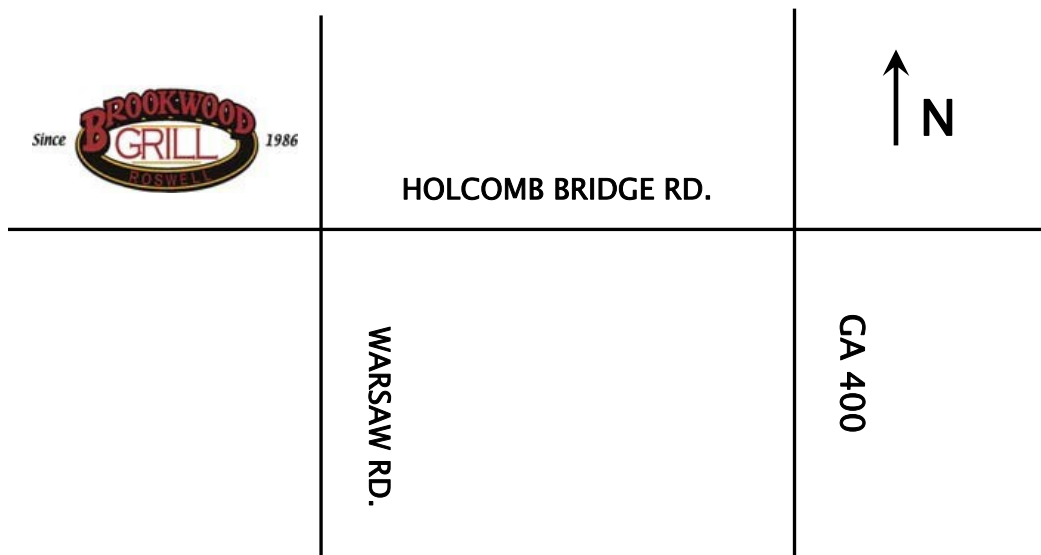
Take Roswell Road/120 East to the Roswell Square. Turn left onto Hwy. 9/Alpharetta Hwy. Stay in the right lane for approximately 1.5 miles take the right fork in the road to continue on Hwy. 9/Alpharetta Hwy. One block past the fork, take a right onto Warsaw Road. Stay on Warsaw Road to Holcomb Bridge Road and then take a left onto Holcomb Bridge Road. Brookwood is on your right.

## **From Sandy Springs**

Take Roswell Road North to the Roswell Square and continue on Hwy. 9/Alpharetta Hwy. Stay in the right lane for approximately 1.5 miles take the right fork in the road to continue on Hwy. 9/Alpharetta Hwy. One block past the fork, take a right onto Warsaw Road. Stay on Warsaw Road to Holcomb Bridge Road and then take a left onto Holcomb Bridge Road. Brookwood is on your right.

## **From Woodstock**

Take Hwy. 92 East into Roswell. Approximately 2 miles past Hwy. 9/Alpharetta Hwy. you will see Brookwood on the left. At the light, take a left onto Warsaw Road and then take the second driveway on the left to enter the Brookwood parking lot from the rear.





## List of Referrals

### **Hotels – Doubletree by Hilton**

1075 Holcomb Bridge Road  
Roswell, GA 30076  
P (770)-992-9600  
F (770)-993-6539  
Hotel offers complimentary shuttle service.

### **Holiday Inn**

909 Holcomb Bridge Road  
Roswell, GA 30076  
P (770)-817-1414  
Brookwood Grill is within walking distance.

### **Roswell Suites**

907 Holcomb Bridge Road  
Roswell, GA 30076  
P (770)-552-5599  
Brookwood Grill is within walking distance.

### **Florist – Flowers from Us**

Sid Flowers (Designer/President)  
825 Mayfield Road  
Alpharetta, GA 30009  
P (770)-640-6007 / (800)-353-3522  
F (770)-649-7775  
E [flowersfromus1@yahoo.com](mailto:flowersfromus1@yahoo.com)  
W [www.flowersfromus.net](http://www.flowersfromus.net)

Mention your order is for an event at Brookwood Grill and receive a 20% discount. For your convenience charges for florist services can be added to your dinner bill.

### **Bakery – Rhodes Family Bakery**

880 Holcomb Bridge Road, Suite B120  
Roswell, GA 30075  
P (770)-649-1119  
E [bakerygr@bellsouth.net](mailto:bakerygr@bellsouth.net)  
W [www.rhodesfamilybakery.com](http://www.rhodesfamilybakery.com)

Mention your order is for an event at Brookwood Grill and receive a 15% discount. For your convenience charges for bakery services can be added to your dinner bill.