



POOGAN'S SOUTHERN KITCHEN

Where Southern traditions
are **celebrated** daily.

pooganskitchen.com

Planning Guide for Events
Info • Menus • Bar Packages • FAQs



Last Revised: 10/19/23



Picture your next event at Poogan's Southern Kitchen!

POOGAN'S SOUTHERN KITCHEN

Cherishing a meal together is one of history's most enduring traditions, and at Poogan's Southern Kitchen, we aim to make it easy. Enjoy generous portions of our Southern classics alongside heapin' helpings of warm hospitality.

FOREST ACRES PRIVATE AND SEMI-PRIVATE EVENT SPACES:

- **Private Dining Room:** 10 - 24 guests
- **Semi-Private Dining Space** (Entire Right Half of the Restaurant - **Excluding** Private Room): 25 - 48 guests
- **Semi-Private Dining Space** (Entire Right Half of the Restaurant - **Including** Private Room): 49 - 72 guests

- ✓ Two-hour space rental + 30 minutes of setup & breakdown
- ✓ Easy online booking and event management
- ✓ No room fees or spending minimums required

- ✓ Fully refundable \$100 deposit with 48 hours' notice of cancellation
- ✓ Popular Southern menu offerings and bar packages
- ✓ Located in the Cardinal Crossing community of Forest Acres

4605 Forest Drive Columbia, SC 29206 | sales@pooganshospitality.com
pooganskitchen.com/private-dining

FAMILY-STYLE OPTION: LUNCH & DINNER

\$39 PER ADULT + tax and service charge | \$19 PER CHILD (ages 5-11) + tax and service charge

WHAT IS FAMILY-STYLE DINING?

Your selections are served on platters and your guests may help themselves to as much as they'd like, just like at home. Family-style meals include freshly baked buttermilk biscuits with whipped honey butter, a house salad, assorted soft drinks, tea, coffee, and lemonade.

First, we start with a salad.

House Salad

chopped greens, onions, cucumbers, tomatoes, hard-boiled egg, bacon, and cheddar with **host's choice of dressing**

Next, select three entrées.

Crispy, Bone-In Fried Chicken
Boneless Chicken Wings
Poogan's Famous Chicken Tenders
Chicken Fried Pork Chop
Mee-Maw's Meatloaf
Poogan's Biscuit Pot Pie

Buttermilk Fried Shrimp
Country Fried Steak (+\$2 per guest)
Fried Catfish Nibbles (+\$2 per guest)
Shrimp & Grits (+\$2 per guest)
Sweet-Tea Salmon (+\$4 per guest)
Cornmeal-Fried Fish (+\$4 per guest)

Now, select your two sides.

add a third side for just \$2 per guest

Whipped Potatoes
Sweet Potato Wedges
Sidewinder Fries
Hash Browns
Cheddar Mac & Cheese

Sautéed Green Beans
Red Rice Hoppin' John
Collard Greens
Coleslaw
Broccolini

Finally, pick your dessert.

Banana Pudding

Hummingbird Pecan Pie

Chocolate Daydream

(+\$3 per guest)

FAMILY-STYLE OPTION: BREAKFAST

\$22 PER ADULT + tax and service charge | \$10 PER CHILD (ages 5-11) + tax and service charge

WHAT IS FAMILY-STYLE DINING?

Your selections are served on platters and your guests may help themselves to as much as they'd like, just like at home. Breakfast family-style meals are served weekdays from 7am - 3pm and weekends from 7am - 11am. Soft drinks, tea, coffee, and orange juice are included.

First, select two entrées.

Buttermilk Pancakes

powdered sugar, honey butter, maple syrup

Farm-Fresh Scrambled Eggs

Brioche French Toast

honey butter, fresh berries, candied pecans

Biscuits & Gravy

Fried Chicken & Waffles (+\$3 per guest)

fresh seasonal berries, honey butter, maple syrup

Then, select your two sides.

add a third side for just \$2 per guest

Applewood-Smoked Bacon
Hash Browns

Pork Sausage Links
Adluh Stoneground Grits



Make it a boozy breakfast.

add an optional two-hour beverage package for just \$19 (+ tax and service charge) per guest over the age of 21

Mimosas

Freshly squeezed orange
juice and Champagne

Bellinis

Peach Nectar
and Champagne

Bloody Marys

Vodka, bloody mary mix,
and lemon

LIMITED MENU OPTION: BRUNCH & DINNER

\$24 per guest + tax and service charge | Children under 13 can select from a kids' menu for \$12

OUR LIMITED MENU OPTION

With our limited menu option, your guests are offered a menu that includes four of our most popular entrée selections. Guests may choose one of the entrées listed. Your guests may also choose a dessert: banana pudding or pecan pie. Freshly baked buttermilk biscuits and assorted soft drinks, tea, and coffee are included.

We start with buttermilk biscuits and refreshments.

Next, your guests select one of these entrées:

Caesar Salad with Salmon or Fried Chicken

romaine, parmesan cheese, croutons, caesar dressing

Shrimp & Grits

andouille sausage, onions, peppers, tasso ham gravy

Mee-Maw's Meatloaf

whipped potatoes, crispy onions, sweet tomato glaze, sautéed green beans

Fried Chicken & Waffles

berries, honey butter, maple syrup

Then, your guests select one of these desserts:

Banana Pudding

bourbon vanilla pudding, whipped cream, bananas, nilla wafers

Hummingbird Pecan Pie

vanilla ice cream, caramel sauce



ALCOHOLIC BEVERAGE PACKAGES

\$15 – \$20 PER ADULT + tax and service charge

RAISE YOUR GLASS TO A WORTHY CELEBRATION

Our private events beverage packages offer your guests refreshing libations for the duration of your event, up to two hours. Events beyond two hours may incur an additional cost.

BEER & WINE

a selection of our beer & wine options for just **\$15** (+ tax and service charge) per guest over the age of 21

Bud Light
Michelob Ultra
Corona
Stella Artois
Montefresco Pinot Grigio
Mer Soleil Chardonnay
Landmark Overlook Pinot Noir
Alias Cabernet Sauvignon

BEER, WINE, & SPIRITS

a selection of our most popular beverage options for just **\$20** (+ tax and service charge) per guest over the age of 21

Bud Light	Alias Cabernet Sauvignon
Michelob Ultra	Svedka Vodka
Corona	Beefeater Gin
Stella Artois	Sauza Silver Tequila
Montefresco Pinot Grigio	Jim Beam Bourbon
Mer Soleil Chardonnay	Christian Brothers Brandy
Landmark Overlook Pinot Noir	Bacardi Rum

SIGNATURE COCKTAILS TRIO

three of our signature cocktails served in carafes for just **\$20** (+ tax and service charge) per guest over the age of 21

Traditional Mimosas
Freshly squeezed orange juice
and Champagne
(inquire for additional flavors)

Captain's Sash
Captain Morgan, orange juice,
pineapple juice, lemon juice,
grenadine

Berry Lemonade
Maker's Mark, lemon juice,
mint simple syrup,
muddled berries, Sprite

FAQs

You've got questions. We've got answers. Please see below for answers to common questions.

Q: Can I change my guest count?

A: Absolutely! We understand plans may change. Your guest count can change up to 48 hours prior to your event.

You may increase, but not decrease, the number of guests within the 48-hour window. The final bill will be calculated using the guaranteed number as a minimum, to which additional guests will be added if your guest count is over the guarantee.

A minimum guest count of 10 is required for private and semi-private events. If your guest count drops below 10, you will be charged the difference in guests at the adult package price.

The current maximum capacity for events is **72 guests**.

Q: What happens if I need to cancel?

A: If you need to cancel your event, we respectfully request at least 48 hours of notice to avoid food waste and adjust staffing schedules. If you provide at least 48 hours' notice, your deposit will be refunded in full to the card on file.

For cancellations within 48 hours of your event, you will be charged 20% of the estimated event total, minus your forfeited \$100 deposit.

(EX: Estimated event total is \$1,000. 20% cancellation charge = \$200. \$200 - \$100 deposit = an additional charge to the card on file of \$100)

Q: Can my guests pay individually?

A: While one tab is preferred, we can make special exceptions to allow guests to pay individually or in smaller groups. Any balance not paid at the conclusion of the event will be charged to the host's card on file and receipts will be provided.

Q: Do you accommodate allergies?

A: We are happy to accommodate any allergies or dietary restrictions. We do request ample notice for allergies in the event that we need to place a special food order or make other accommodations in our kitchen.

Q: How do I pay my balance?

A: Final payment is due on-site at the conclusion of your event. Your \$100 deposit will be applied to the final amount. If the balance is not paid in full at the conclusion of the event, the remaining amount due will be charged to the card on file. Cash, credit card, or bank cards are accepted. Prices listed are for cash transactions. There is a 3% credit card processing fee if electing to pay with a card.

Q: How is the bar tab handled?

A: The choice is yours! We offer a variety of options:

- Add a beverage package per adult 21+
- Offer a full bar and charge drinks to the host
- Offer a full bar and charge drinks to your guests
- Offer beer & wine only and charge drinks to the host
- Offer beer & wine only and charge drinks to the guests
- Offer limited drink tickets and charge drinks to the host
- No alcohol service offered to guests

Q: Can I arrive early to set up?

A: Events are scheduled for two-hour intervals. Please inquire if you need additional event time. The host may have access to the space 30 minutes prior to the event start time for setup and decorating. After the event, the host will have 30 minutes for cleanup and breakdown.

Additional event time is subject to availability and an extra hour may be added for 10% of your quoted subtotal.

Q: Do you charge room fees or rental fees?

A: No, there are no room or rental fees for private events under two hours. A food package is required for each guest in attendance. Rentals beyond two hours may incur an additional fee of 10% of your quoted subtotal.

Q: Is your space handicap accessible?

A: Yes, our space is handicap accessible!

Q: Can I bring my own cake?

A: Of course! Cakes and specialty items, like cupcakes or cookies, from outside vendors are permitted. All other outside food and beverage is prohibited.

FAQs

Q: Can I bring my own decorations?

A: Yes, you may bring decorations! Tablecloths, centerpieces, and balloons are popular choices. We ask that you refrain from bringing confetti and glitter, even if it's biodegradable. For safety reasons, open flames are not permitted.

Please do not use nails, tacks, 3M tape, staples, or glue to adhere items to our walls, fixtures, furniture, or ceilings. Should any damage to Poogan's occur, the host is liable for any reparation charges incurred.

Please notify your event manager if you plan to bring balloon arches, decorative arches, photo booths, tented structures, or other items that may require additional space. These items are only allowed if prior notice is provided, as space is subject to availability.

Poogan's staff is not responsible for the setup or breakdown of decorative items brought by the host. All items must be removed thirty minutes after the event.

Q: Does Poogan's provide table linens?

A: Poogan's does not provide table linens, though you are welcome to bring your preferred linens.

The number and sizes of tables assigned to your party depends on your guaranteed guest count. If you would like to request tables for gifts or specialty desserts, please coordinate these requests with your event manager, as our table inventory is subject to availability.

Q: Can I bring a playlist or bluetooth speaker?

A: Stereos and/or Bluetooth speakers are not permitted to be used during events. If you are hosting an event with specific audio/visual needs, please contact your event manager prior to your event for recommendations.

Q: Is there convenient parking available?

A: Convenient, free parking is located throughout the Cardinal Crossing community. Public parking is also available for your guests on the first level of the Cardinal Crossing parking garage.

ADDITIONAL QUESTIONS?

Ask your group sales manager.

sales@pooganshospitality.com

