



Things to Know About Booking a Corporate Event at Buffalo Trace Distillery

- **We are happy to arrange a tour for your guests during your function.** If you are interested, please let us know beforehand and we can coordinate this for you.
- You may arrive on-site as early as 6am for set-up day of.
- Upon arrival, you will see 10 tables and 8 chairs already set-up. Anything additional you want set-up is your/your caterer's responsibility.
- We have (18) of the 60" rounds and six (6) 6-foot rectangular tables available for use.
- We have 130 chairs, the use of which is also included in your rental fee. These chairs are not to be used outside the building.
- We will provide coffee for your guests in the morning hours upon request.
- If your event is a daytime meeting, each guest will be provided with a Buffalo Trace notepad and pencil.
- We have a projector, screen, podium, A/V equipment including CD/DVD player and both a handheld and wireless microphone available. Please let us know what you need and we will set-up prior to your arrival. We also have wireless internet access throughout the clubhouse.
- We do have a full catering kitchen with convection oven, gas stove, industrial dishwasher, ice machine, deep fryer, plenty of refrigerators, freezer, and lots of counter space.
- The party responsible for the kitchen during the event will also be responsible for completing a kitchen clean-up checklist prior to leaving. Buffalo Trace staff will point out and explain checklist day/evening of.
- If your event is during lunchtime, you are welcome to have a lunch catered in. We can suggest several local places that will deliver box lunches, sandwich platters, etc. upon request.
- We do have an outdoor café on-site during the months of April – October. Your group can take a break over there for lunch, or have box lunches delivered (48 hour notice is required if your groups plans to eat at the outdoor café or needs boxes delivered). We are happy to send a menu upon request.
- Please use the bar sinks for ice and drinks only. Please do not use for rinsing food dishes. We do have a fully equipped kitchen with commercial dishwashing sinks available.
- You/your caterer will need to take down any additional tables and chairs set-up so that the room goes back to the same configuration it was found in.
- Overflowing trash will be monitored throughout your event. No staples, tacks, nails etc. in wood. Command hooks work well and tape is acceptable.
- Our staff will manage the fireplace if you request a fire. Guests should refrain from adding wood or start a fire themselves.
- **Please use the elevator for people not freight.** The elevator is reserved for handicap individuals or others with a specific need. We do ask that vendors such as caterers do not use the elevator to take food to the second floor. . Someone from the Buffalo Trace staff will be available to assist in operating the elevator in the event that it does need to be used.